George Brown

The City College

Part-Time and Evening Courses

Continuing Education

GEORGE BROWN

1983 / 84

CONSIDERING FULL-TIME ENROLLMENT?
TURN THIS PAGE . . .

ERRATA

Please note the following changes for the Winter Term of Part-Time and Evening Courses.
The hours and dates of some courses have been changed, so we suggest that you consult this list prior to registration.

Key
* Add
C correction or change
D Delete

Architectural

Technical Drawing Part 1	ENDR 901	(*)	Jan 26 to June 7/84
Process Piping Drafting Part 1	ENDR 903	(*)	Jan 25 to June 6/84
*Residential Heat Pumps	AIR 908		Tues & Thurs 1800-2100 hrs Casa Loma, 30 hrs $35.00 May 15 - June 13/84

Business

Forms Design	FORM 901	(D)	Jan 18 to April 18/84
		(*)	April 18 to July 18/84
Principles and Practices of Insurance	INS 911	(C)	Jan 9 to April 2/84
Typewriting (Beginning)	TYP 901	(*)	Mon & Wed Jan 16 or 17/84 or Tues & Thur Apr 23 or 24 June 4 or 5/84
Word Processing	WORD 201X	(*)	0900-1300 hrs or 1315-1715 hrs
*Advanced Word Processing	WORD 801	(*)	Tues 1800-2100 hrs, St. James, 27 hrs, $125.00 plus Mat. $10.00 Jan 17 to Mar 13, Apr 24 - June 19
Traitement de textes	WORD 900	(C)	Jeudi 1815-2115; du 12 Janvier au 22 Mars; du 12 Avril au 14 Juin
Certificate in Basic Museum Studies Word Processing Operator Canadian Importing How To Get Things Done By Motivating Yourself and Others			Phone 967-1212 Ext. 3289/3290 for information
How To Start a Small Business	OMDP 914	(C)	1800-2100 hrs, 30 hrs; Fee: $35.00 plus Mat: $25.00
Retailing! An Introduction	OMDP 915	(C)	1800-2100 hrs, 30 hrs Fee: $35.00 plus Mat: $25.00
Inventory Management	OMDP 924	(C)	1800-2100 hrs, 30 hrs Fee: $35.00 plus Mat: $25.00

Community Services

Field Practice	AD 200X	(C)	Jan 2 to March 31/84
Field Practice	CH1 160X	(C)	Jan 2 to March 31/84
Field Practice	CH1 260X	(C)	Jan 2 to March 31/84
*Post-Diploma Certificate - Early Childhood Education Resource Teacher, Intro to Resource Teaching	ECE 400		Mon 1830-2130 hrs, Nightingale, 36 hrs, $41, Jan 16 to Apr 2/84
*Individual Developmental Planning 1	ECE 401		Mon 1830-2130 hrs, Nightingale, 36 hrs, $41, Apr 9 to June 25, 1983
Clinical 3	CARE 910	(C)	Jan 2 to March 31/84

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Electro-Mechanical

CNC Computer Numerical Control	NC 900	(*)	February 13 to June 4/84
Numerical Control (APT Computer Programming)	MACH 905	(*)	Jan 7 to March 10/84
Welding I	WELD 900	(*)	Tues & Thurs 1830 - 2130 hrs
		(C)	Jan 10 to Mar 15/84, Mar 20 to May 29/84
Welding II	WELD 901	(*)	Tues & Thurs 1830 - 2130 hrs
		(C)	Jan 10 to Mar 15/84, Mar 20 to May 29/84
Welding III	WELD 903	(*)	Tues & Thurs 1830 - 2130 hrs
		(C)	Jan 10 to Mar 15/84
Welding Pre-Certification (M.C.C.R.)	WELD 903	(*)	Tues & Thurs 1830 - 2130 hrs
		(C)	Jan 10 to March 15/84
Welding - Pipe - Uphill (GTAW/SMAW)	WELD 906	(C)	1830 - 2130 hrs
Welding Ornamental Metalwork	WELD 909	(C)	1830 - 2130 hrs
Welding Aluminium - Stainless Steel (GTAW/GMAW)	WELD 910	(C)	1830 - 2130 hrs
Ultrasonic Testing I & II	TEST 900,902	(C)	1830 - 2130 hrs
Industrial Radiography I, II	TEST 903,904	(C)	1830 - 2130 hrs
Eddy Current Testing I	TEST 901	(*)	Monday/84
Liquid Pentrant & Magnetic Particle (LP1/MP1)	TEST 907	(C)	1830 - 2130 hrs, Feb 7 to May 22/84
Hydro-Electric Power, Commission Regulations	EL 902	(C)	Feb 7 to April 12/84
Electrical Construction & Maintenance II, III	EL 908, 909	(C)	Feb 7 to April 12/84
Electronic Fundamentals (Part I)	ELTC 900	(D)	Materials
		(*)	Jan 9 to March 14/84
Electronic Fundamentals (Part II)	ELTC 901	(D)	Materials
		(*)	Jan 3 to March 15/84
Electronic Fundamentals (Part III)	ELTC 902	(D)	Materials
		(*)	Jan 12 to May 24/84
Electronic Musical Instrument Service	ELTC 919	(*)	Jan 10 to May 22/84

English

Languages & Communications I	ELS 160	(C)	45 hrs Jan 17 to Apr 24/84
Speaking with Confidence	ELS 809	(C)	1800 - 2200 hrs
Writing for Clarity and Impact	ELS 901	(C)	36 hrs Fee: $55.00
*A Practical Course in Teaching English As a Second Language to Adults	LT 912	(C)	Mon & Wed, 1915 - 2115 hrs; College Campus; 140 hrs, $165.00 Sept 17/84
Speaking French (all levels)	LT 804	(*)	Placement interviews for College Street Speaking French classes - Rm. 101 from 1700 - 1830 hrs on Jan 9 - 12/84 or May 14-17/84

Key
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Speaking French (all levels)	LT 805	(*)	Mon or Wed, Jan 23 or 25 to Apr 9 or 11/84
		(C)	May 28 or 30 to Aug 13 or 15/84. Placement interviews for St. James Speaking French classes - Rm 429 From 1700 - 1830 on Jan 9 - 12/84 or May 14 - 17/84
Fashion			
Window and Retail Display	DISP 900	(C)	1900 - 2200 hrs
Ceramics 1	CER 101X	(*)	Jan 23 to Mar 28/84
Ceramics 4	CER 251X	(D)	January 24 to March 29/84
Gemmology 1 (Refesher)	GEM 168	(*)	Mon 1900-2200 hrs, Casa Loma Campus, 30 hrs, Fee: $35.00, Equipment Fee: $10.00 March 19 to May 21/84
Clock Repairing Skills	WACH 901	(*)	January 24 to June 5/84
Basic Clock Repairing	WACH 903	(C)	30 hrs
Graphic Arts			
Basic Cinematography	CINE 922	(C)	1800 - 2200 hrs
Film Imposition & Printing Surface Preparation	PSP 200X	(C)	Jan 2 to March 5/84
Binding and Finishing	BIND 125A-B BIND 225A-B BIND 325A-B	(C)	January 9 to May 1/84
Health Science			
Complete Dentures - Aesthetic Set Ups for Anterior Teeth	DENT 915	(*)	January 28 to February 4/84
*Counselling & Health Education	NURS 930		Tues 1830-2130 hrs, Nightingale Campus, 45 hrs, Fee: $50.00 January 3 to April 10/84
Respiratory Nursing Theory (Phase 1)	NURS 941	(*)	January 11 to February 1/84
Respiratory Nursing Practicum	NURS 942	(*)	February 20 to February 24/84
Cardiovascular Nursing Practicum	NURS 940	(*)	February 6 to February 17/84
Neonatal Intensive Care (Nurs II) Practicum	NEO 415	(C)	June 11 to July 6/84
Operating Room Nursing: Practicum	ORN 401	(C)	To be Announced
Operating Room Nursing: Organization and Management	ORN 402	(C)	To be Announced
RNA: Rehabilitation Nursing - Theory	NURS 937	(C)	To be Announced
Physical Assessment	NURS 931	(C)	Nightingale
*Respiratory Nursing (Collaborative Course)			Thurs 1900 - 2200 hrs, Wellesley Hospital; 45 hrs; Fee: $60.00 January 5 to April 12/84

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Hospitality

Chinese Cuisine	F 810	(C)	Material Fee: $30.00
La Haute Cuisine chez vous (debutants)	SP 732	(C)	le 23 janvier/84
Purchasing for Hospitality	ACC 108X	(C)	Materials: $25.00
Hospitality Law and Insurance	LAW 204X	(C)	Materials: $20.00
Hospitality Accounting	ACC 207X	(C)	Materials: $20.00
Hospitality Personnel	PERS 202X	(C)	Materials: $5.00
Marketing for the Hospitality Industry	MARK 208X	(C)	Materials: $5.00

Math & Science

Mathematics I	MATH 100X	(C)	Fee: $95.00
Mathematics II	MATH 200X	(C)	Fee: $95.00
Introductory Microcomputer Programming (especially for Junior students under 16 yrs of age)	PRGM 925J	(C)	Casa Loma
Intermediate Microcomputer Programming (especially for Junior students under 16 yrs of age)	PRGM 935J	(C)	Kensington
Microcomputer Machine Language Design	PRGM 965	(C)	Pre-requisite PRGM 955 or equivalent
*Microcomputer Applications - Intro to Spreadsheets	PRGM 967		Tues 1830-2030 hrs, Casa Loma 16 hrs, Fee: $105, Jan 17-Mar 7/84
*Intro to Programming Language "Forth"	PRGM 905		Thurs 1930-2200 hrs, Casa Loma 30 hrs, Fee: $105, Jan 12-Mar 29/84 Apr 5-June 21/84 Prerequisite: PRGM 925 or equivalent
*Intro Course in Structured Basic	PRGM 927		Thurs 1930-2200 hrs, Kensington 30 hrs, Fee: $105, Jan 12-Mar 29/84 Apr 5 - June 21/84
*Intermediate Forth Programming	PRGM 968		Wed 1930-2200 hrs, Kensington 30 hrs, Fee: $105, Jan 11- Mar 28/84 Prerequisites: PRGM 905

Theatre and Dance

Adult Division	(*)	Term 2 - January 30 - June 9/84
Summer School - Junior Division	(*)	July 2 to July 27/84
Adult Division	(*)	July 2 to Aug 10/84

ENROLLMENT UPDATE

There are still some openings available in the following full-time, post secondary programs at George Brown, the City College.

If you have a Grade 12 diploma or qualify for mature student status, you may still apply for September admission to programs in . . .

BUSINESS	St. James (Ext. 3348)
SECRETARIAL ARTS	St. James (Ext. 3335)
PRINTING TECHNOLOGY	St. James (Ext. 3319)
FASHION	Kensington (Ext. 4305)
CHILD CARE WORKER	Nightingale (Ext. 4221)
COMMUNITY WORKER	Nightingale (Ext. 4221)
CONSTRUCTION ENGINEERING TECHNOLOGY	Casa Loma (Ext. 2438)
CIVIL ENGINEERING TECHNOLOGY	Casa Loma (Ext. 2438)
ENERGY CONVERSION TECHNOLOGY	Casa Loma (Ext. 2481)

Be one of over 9,000 full-time students who will join us this year at George Brown's centrally located downtown campuses. Early application is advisable since openings are limited.

Program information and application forms are available at the campuses listed above (see map on page 2) or call **967-1212** and ask for the appropriate extension.

E-184

George Brown
The City College

A MESSAGE FROM THE PRESIDENT

Our crystal-ball gazers tell us that we are on the road to economic recovery; I am sure that all of us hope that this prophecy is true. Regardless of the veracity of the previous observation, it is certain that the future will be significantly different from the past. We will be moving into an information society which will demand of all of us new skills, particularly in the high technology and service fields.

Few of us will escape the necessity to upgrade ourselves to meet the challenges of the remainder of the decade. George Brown, The City College offers you the vehicle to prepare for our changing society through the medium of continuing education. In this booklet you will find hundreds of courses designed to answer your career, leisure or personal needs. I strongly recommend that you examine this Continuing Education Directory to select a course of your choice and then register with us to prepare for the future.

GEORGE BROWN looks forward to serving you.

D. E. Light

Douglas E. Light
President

George Brown College wishes to express its appreciation to:
The City of Toronto Archives
The Globe and Mail
and The Metropolitan Public Library
for their assistance in researching the photographs used in this publication.

George Brown, the journalist and Liberal party leader shaped the little Globe he founded in 1844 into the most powerful Canadian newspaper of his day. He rebuilt a shattered Liberal party in the 1850's, made it a decisive force in the struggles that led to Confederation 10 years later and left it solidly in power in Ontario from the 1870's to the early twentieth century. More than anyone, he organized the popular demand to add the West to Canada, to occupy the fur-trade wilderness beyond the Great Lakes and change the destinies of half a continent.

Front Cover
George Brown (1819-1880)

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information from A to Z

Architectural 5
from air conditioning, heating, refrigeration, to masonry, plumbing, drafting and stationary engineering and many more

Business 11
studies in accounting, bookkeeping, management, advertising, economics, clerical skills, electronic data processing, insurance and more—over 80 courses in total

The Registered Industrial Accountant Program 14

Community Services 27
a complete range of programs and courses in addiction counselling, child care and education, foster parenting, activity planning and helping the handicapped

Electro-Mechanical 36
machine shop, maintenance, welding, electrical/electronic, computerization, TV and video—when it comes to using and servicing, we have all the programs you need

English and Liberal Studies . . . 44
English, French and other language courses, for both business and pleasure, mathematics, chemistry for beginners or advanced students—more than 50 different courses to choose from

Fashion 49
everything you always wanted to know about fashion design, watchmaking and jewellery, furniture, hairdressing & grooming, ceramics and crafts

General Interest & Recreation . 55
a wealth of skills and new learning for your leisure time—law, family, business, cars, relationships, real estate, sailing, you name it and we have it!

Graphic Arts 60
so you want to become an artist, a printer, a cinematographer, a photographer or a bookbinder? come see us at Graphic Arts.

Health Sciences 68
dedicated to excellence, our specialized nursing, dental care and cardiopulmonary resuscitation programs open new doors in the helping professions

Hospitality 75
for gourmet cooks, bakers, food service people or hotel/restaurant management—programs to whet the appetite.

Industrial Training 79
interested in Real Estate certification, transport trucking license or Driver training, Ontario Career Action Plan, training in business and industry? Come explore a new career with us.

Mathematics and Science . . . 82
math, science, chemistry, computers, coatings technology and more for beginners and advanced students.

Theatre and Dance 87
courses to choose from in acting and dancing—for the beginner, the advanced student and even for the professional.

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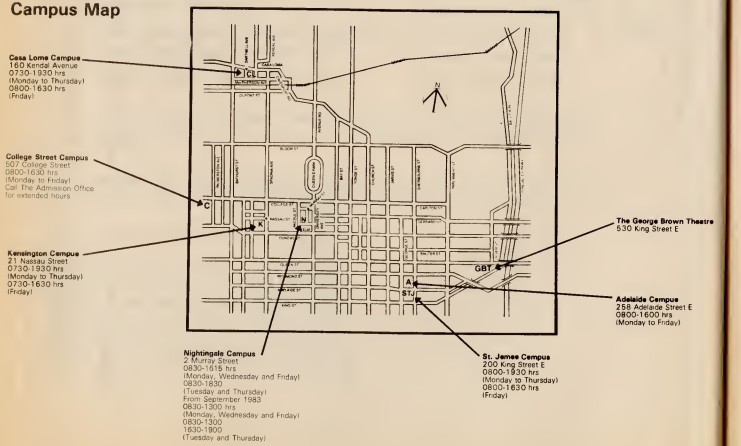
Campus Map



Registration

George Brown makes it easy for you to register by offering two methods of registration. Choose the method most convenient to you, and register as soon as possible because course enrolment is limited and our policy is to accept registrations on a "first-come, first served" basis.

Mail-In

Save time by using the mail-in registration-application form **on the inside back cover** of the directory. Complete the form with your personal information (we keep it confidential) and the course information from the directory. Be sure to include full payment for tuition and materials fees by cash, money order or certified cheque.
Registrations will not be accepted without full payment.
Mail the completed registration-application and payment to:

Campus Administration Office
The George Brown College
of Applied Arts & Technology
P.O. Box 1015, Station "B"
Toronto, Ontario
M5T 2T9

Note: The name of the campus where the course will be held must appear on both the registration form and your envelope. Mail-in registrations must be received at least two weeks before the course begins.

Walk-In

Are you right around the corner from the campus where your course will be conducted? Then personal registration could be the most convenient for you. Simply select your course(s) and go to the campus location(s) where it/they will be held. Be sure you have your social insurance number with you. Each campus has its **own registration hours** as indicated on the map. Page No. 2. Full payment by cash, money order, certified cheque or VISA/Chargex will be accepted. The college will not invoice third parties or defer payment of fees for students who are receiving financial aid or tuition reimbursement, or for any other reason. Payment is due in full at the time of registration.

Registration should take place 2 weeks prior to the start date of the course(s) selected.
Please note that campuses are open until 1930 hours Monday to Thursday, and close at 1800 hours during June, July and August.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be carefully retained for admission into classes, for income tax purposes and transfers or withdrawals.

Mail-in registrants will receive their receipts by mail or at the first scheduled class of their course(s).

No duplicate receipts will be issued so please do not destroy, misplace or lose your receipt.

Confirmation of Registration

Walk-in registrants will receive a confirmation of registration at the time of registration and fee payment.

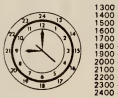
Mail-in registrants will not receive notification of acceptance but should proceed to the campus location where the course is to be held on the start date indicated. If your mail-in registration-application **cannot** be accepted, you will be notified by mail or telephone.

Room Location

All registered students will find the room locations of their course(s) posted in the main lobby of the campus where the course(s) is to be held on the first scheduled class night. For assistance in locating the room please go to the Campus Admissions or Campus Manager's Office.

How to Reach Us
967-1212

0001 — 12:01 AM	1300 — 1:00 PM
0100 — 1:00	1400 — 2:00
0200 — 2:00	1500 — 3:00
0300 — 3:00	1600 — 4:00
0400 — 4:00	1700 — 5:00
0500 — 5:00	1800 — 6:00
0600 — 6:00	1900 — 7:00
0700 — 7:00	2000 — 8:00
0800 — 8:00	2100 — 9:00
0900 — 9:00	2200 — 10:00
1000 — 10:00	2300 — 11:00
1100 — 11:00	2400 — 12:00 midnight
1200 — 12:00 noon	



Every department at George Brown is connected to this one number. Call us and ask for the department or service you need.

Produced by the Continuing Education Department
Editors—Yvonne Snider
Irene Adler
Assistant—Norma Murray
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This calendar is published some months before the commencement of the new year. George Brown College therefore reserves the right to change programs, fees and regulations at any time, and to withdraw courses and/or programs which are under-enrolled.

All information in this calendar was prepared and approved in June 1983.

General Information

Admission Requirements

Canadian citizenship or landed immigrant status is required. Foreign students with Student Authorization and special permission may be considered—ask at the Campus Admissions office.

Advanced Standing

Are you working towards a certificate or diploma program on a part-time basis? Do you already have the equivalent to part of that program as a result of studies at another educational institution or through related work experience? If the answer is "yes", you may be eligible for advanced standing that allows you to begin the program at your level of previous experience and avoid a repetition of course work.

For more information, call 967-1212 and ask for the **Counselling Department** at your campus.

Books and Supplies

Any books or supplies you will need for part-time courses can be purchased at the Campus Bookstores. Your instructor will indicate whether any books are required for the course during the first scheduled class. For your convenience, the bookstores will remain open in the evenings for approximately two weeks at the beginning of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Certification

Many of the courses in this calendar can lead to College Diploma or Certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases requirements will be clearly outlined in the course information. For further information contact the **Counselling Department** at your campus.

Counselling

Need some help in making a decision? Counselling services located at each campus will provide you with educational, vocational and personal counselling.

Counselling offices are open from 8:30 a.m. to 4:00 p.m. For appointments at other times phone 967-1212, ext. 2286.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment.

Course cancellation will take place only if registration/enrolment fails below the required minimum. Every effort will be made to notify students by phone at the number(s) provided on the registration-application form.

A full refund including the $5.00 registration fee, will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Please note that the course termination date may not correspond to the actual termination date mainly because statutory holidays are not considered in the calculation. In all cases the total number of course hours will be offered.

Day-time Studies

Would you prefer to attend classes during the day? Some subjects offer registration in regular day classes although continuing education is normally confined to evening hours. For more information call 967-1212 during the day and ask for the Chairman of the relevant program or inquire at your Campus Admissions Office.

Fees

Fees must be paid in full at the time of registration. Payment may be in the form of cash, certified cheque or money order made payable to: George Brown College. Walk-in registrants have the additional option of VISA/Charges payment. Post-dated cheques cannot be accepted.

Financial Assistance

Do you need some financial help with your part-time program? To find out whether you may be eligible call or visit the Student Services Office at 500 MacPherson Avenue, 967-1212.

Foreign Students

Students who are not Canadian citizens or landed immigrants must obtain permission to register from the Department of Immigration. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where the course you are interested in is offered. Please note that the tuition fee for foreign students is double the fee listed in the calendar.

Grades/Credits

All registrants will receive a part-time certificate including a short description of the course approximately one month after their course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status and the system used will depend upon the type of course or program chosen.

Inclement weather/ College closings

Announcements will be broadcast on radio stations C.B.L. (740) and C.F.R.B. (1010) if inclement weather or an emergency forces class cancellation. If make-up classes are required due to class cancellation, these will be arranged between the instructors and students for a mutually convenient time.

Income Tax Exemption

You will receive a registration receipt bearing a cash register imprint in the amount of your course fees upon walk-in registration, by mail, or during the first scheduled class of your course. This is your official receipt for income tax purposes and since it is the only receipt you will receive, please ensure that you retain it.

Materials fees are not eligible for taxation deduction purposes.

Parking

All the George Brown Campus locations are in the heart of downtown Toronto and parking at or nearby each campus may be difficult. The Toronto Transit System provides excellent service to each campus and we encourage you to take TTC instead of driving. Call TTC information for the most direct route from your home or office to any of our campuses.

Prerequisites

Course prerequisites specified in the course information are firm minimum requirements. Whether the prerequisite stated is equivalent experience or another course, proof of successful completion must be supplied. For more information contact **your campus** Admissions Office.

Senior Citizens

If you are 65 years of age or older, you may register in any of the courses contained in this calendar for the nominal registration fee of $5.00 plus any applicable materials fee. Simply provide us with proof of age when you register using normal walk-in or mail-in procedures.

Transfers

Course transfer or change requests will be acceptable only if made before the third scheduled class date and if space is available. Requests for transfer or change must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. The $5.00 registration fee from the first course is forfeited and full fees will apply to the second course chosen.

Withdrawal and Refund Policy

Requests for refund or course withdrawal must be made in person or in writing at the Campus Administration Office before the third scheduled class date. You must present your registration receipt before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for the $5.00 registration fee and a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a materials fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques. Refunds will be made only by College cheque.

ARCHITECTURAL

Sir Henry Pellatt (1860 - 1939) Financier and soldier. His palatial residence, Casa Loma, is one of the city's landmarks.

ARCHITECTURAL

Drafting (Architectural)

Blueprint Reading for tha Construction Trades DR931

Monday and Wednasday 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation Introduction to metric drawings

Start dates:
September 26 to November 30/83
January 23 to March 28/84

Drafting (Engineering)

Blueprint Reading for tha Welding Trade ENDR 572X

Tuesday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

The aim of this course is to provide welders with a basic understanding of blueprint reading
Course Content: A study of Orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles. A study of welded detail and assembly blueprnts, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols.

Start data:
Septamber 27, to February 21/84

Technical Drawing — Part 1 ENDR 901

Thursday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, free-hand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Start date:
September 29 to February 23/84

Process Piping Drafting — Part I ENDR 903

Wednesday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing
Course Content. Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams Materials, fabrication and simplified piping layout

Start date:
September 28 to February 22/84

Process Piping Drafting Part II ENDR 929

Monday and Wednesday 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65 00

Prerequisite: Successful completion of ENDR 903
This course will enable the student to apply the basic principles learned in ENDR 903 to a piping project and study in more detail design features involved in a typical project.
Course Content: The student will complete a typical piping project, making layouts, system detail drawings, hanger locations, and necessary schedules and bills of materials.

Start data:
March 12 to May 16/84

Blueprint Reading for Machine Trades ENDR910

Tuesday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

The aim of this course is to provide tradesmen with a basic understanding blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Start data:
September 27 to February 26/84

Blueprint Reading for Millwrights — Part 1 ENDR 912

Tuesday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

The purpose of this course is to provide tradesmen with a basic understanding in blueprint reading
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The three-view drawing system. Principal views and single auxiliary views. Freehand sketching Basic dimensioning principles. The study of blueprints typical of the trade

Start date:
September 27 to February 26/84

Blueprint Reading for Millwrights — Part 2 ENDR 913

Tuesday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Prerequisite· Part 1 — ENDR 912 or equivalent
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading
Course Content: Advanced studies of blueprints, auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and material specifications; fastening devices, welding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Start date:
September 27 to February 26/84

Heating

Warm Air Haating and Air Conditioning HT 900

Tuesday and Thursday Wednesday, 1800-2100 hrs. Casa Loma Campus 72 hours Fee: $77.00

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing

Start date:
September 27 to December 15/83
January 24 to April 12/84

Gas Fitter II HT 907

Monday and Wednasday, 1900-2200 hrs. Tuesday and Thursday, and 1800-2100 hrs. Casa Loma Campus 90 hours Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gass Fitter II License examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressure), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations

Start dates:
Sept. 26, 27 to Jan. 18, 19/84
January 30, 31 to May 9, 10/84

ARCHITECTURAL

Gas Fitter I HT 910

Monday and Wednesday, Tuesday and Thursday 1830-2130 hrs. Casa Loma Campus 90 hours Fee: $95.00

Prerequisite: Permanent Gas Fitter II License.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I License examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency, introduction to process gas heating equipment.

Start dates:
September 26, 27 to Jan. 18/84
January 30, 31 to May 9, 10/84

Oil Burner II HT 913

Tuesday and Thursday 1900-2200 hrs. Casa Loma Campus 90 hours Fee: $95.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II License examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations

Start dates:
Septembar 27 to January 19/84
January 31 to May 10/84

Propane Gas AP 902

Monday and Wednesday, 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S2" License examination.
Course Content: Properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filing, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters.

Start dates:
Septamber 26 to November 30/83
January 30 to April 4/84

Masonry

Bricklaying MAS 900

Tuesday and Thursday 1900-2200 hrs. Casa Loma Campus 60 hours Fee: $65.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds

Start dates:
Septamber 27 to Dacember 1/83
January 17 to March 22/84

Microwave Ovens AP 909

Monday and Thursday 1800-2100 hrs. Casa Loma Campus 24 hours Fee: $29.00

Review of basic electricity including emphasis on: Relays, Transformers, Capacitors Introduction to basic solid state electronics including: Diodes — varistors, S.C.R.'s — surge resistors, Triacs, Transistors, Magnetrons, High voltage circuitry, Control circuitry, Variable power, Door interlocks, Electromagnetic spectrum, Properties of microwaves and their reaction with various materials, Oven cavity construction, Door construction, Chokes and door seals, Stirrers, Turntable, Blowers, Safety procedures, Service procedures, Use of survey meters for leakage testing, Basic microwave cooking

Start date:
January 9 — February 2/84

Plumbing

Plumbing Basic PLUM 900

Monday and Wednesday, 1800 - 2100 hrs. Casa Loma Campus 60 hours Fee: $65.00

This course is intended to provide an introduction to domestic plumbing theory and practice Instruction will be given in pipe materials and fittings
Course Content: measurement, basic house design, trapping and venting
Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start dates:
October 3 to Dacember 12/83
January 16 to March 21/84

Plumbing Qualification PLUM 902

Tuesday and Thursday 1800-2100 hrs. Casa Loma Campus 60 hours Fee: $65.00

Persons eligible to write the Provincial Certificate of Qualification are required to possess a fairly thorough knowledge of plumbing theory in order to be successful This course is designed to be a refresher for people who have already trained and/or require upgrading It is general in scope and includes review of the provincial plumbing code.

Start dates:
October 4 to Dacembar 8/83
January 17 to March 22/84

Plumbing Design and Installation PLUM 904

Tuesday and Thursday 1800-2100 hrs. Casa Loma Campus 60 hours Faa: $65.00

Prequisite: Ontario Certificate of Qualification in Plumbing
In order to obtain a master's plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination

Start dates:
October 4 to December 8/83
January 17 to March 22/84

Air Conditioning

Air Conditioning

Design I AIR 900

Tuesday & Thursday 1800-2100 hrs. Casa Loma Campus 72 hours Fee: $77.00

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Start dates:
September 27 to December 15/83
January 24 to April 12/84

Pneumatic Controls AIR 907

Thursday, 1900-2200 hrs. Casa Loma Campus 30 hours Fee: $35.00

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeymen or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date:
Septambar 29 to Dacembar 1/83
January 26 to March 26/84

ARCHITECTURAL

Air Conditioning
Residential and
Small Commercial **AIR 905**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis

Start dates:
September 26 to December 14/83
January 30 to April 19/84

Appliance Servicing

Appliance Servicing
Part I
(Electrical Fundamentals
and Ranges) **AP 903**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of conventional ranges

Start dates:
September 27 to December 1/83
January 17 to March 22/84

Appliance Servicing
Part II
(Domestic Refrigeration) **AP 904**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis

Start dates:
September 27 to December 1/83
January 17 to March 22/84

Appliance Servicing
Part II
(Laundry Equipment) **AP 905**

Monday and Wednesday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis

Start dates:
September 26 to November 30/83
January 16 to March 21/84

Carpentry

Cabinet Making
Elementary **CAR 900**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making. Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start date:
September 27 to February 28/84

Carpentry for the
Homeowner — Basic **CAR 901**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Course Content: This course is for the handyman who is interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but effective carpentry work

Start dates:
October 6 to December 8/83
January 19 to March 23/84

Carpentry for the
Journeyman **CAR 902**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Employment in the carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical

Start date:
September, 28 to February 22/84

Drafting (Architectural)

Architectural Drafting —
Part 1 **DR 900**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details, Introduction to metric drawings

Start dates:
September 26 to November 30/83
January 23 to March 28/84

Architactural Drafting —
Part II **DR 901**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.

Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings

Start data:
April 9 to June 13/84

Architactural Art and
Presentation —
Part 1 **DR 902**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Start date:
April 9 to May 9/84

ARCHITECTURAL

Refrigeration

Refrigeration — Part I **REF 900**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start dates:
September 27 to December 1/83
January 17 to March 22/84

Refrigeration — Part II **REF 911**

Monday and Wednesday,
1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, electricity as applied to basic circuits and components, defrost methods, time clocks, compressor drives, test instruments and application, piping, temperature and pressure control, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contractors) and motor overload protection, heating and cooling thermostats and trade safety.

Start dates:
September 26 to January 18/84
January 30 to May 9/84

Refrigeration — Part III **REF 902**

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Prerequisite: REF 901 or REF 911
Course Content: Roof top condensers; piping systems, chillers, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, air cleaning equipment, electronic and curtain, odour control, load calculations, commercial and air conditioning, psychrometric analysis, selection of equipment, introduction to pneumatic systems, control circuitry, trouble-shooting, safety.

Start date:
Septambar 27/83 to January 19/84

Stationary Engineering

The Stationary Engineering courses are structured into modules encompassing the required subject content to prepare the student to write Ministry examinations for accreditation towards certification. However, enrolment in any of these courses does not automatically entitle the student to write the Ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities
It is recommended that Part A of each course should be completed before Part B; however, Part B can be taken concurrently with Part A.

Stationary Enginear **STAT 901A**
1st Class — Part A

Monday, 1800-2100 hrs.
Casa Loma Campus
102 hours
Fee: $107.00

Course Content: B611 — power plant applied science; B612 — power plant chemistry; B617 — power plant statics and fluids

Start data:
Septembar 26 to May 28/84

Stationary Engineer **STAT 9018**
1st Class — Part 8

Wednesday, 1800-2100 hrs.
Casa Loma Campus
102 hours
Fee: $107.00

Course Content: B613 — power plant boiler auxiliary codes; B614 — power plant refrigeration and air conditioning; B615 — electrical and instrumentation; B616 — power plant applied mechanics (turbines).

Start date:
September 28 to May 30/84

Stationary Engineer **STAT 902A**
2nd Class — Part A

Monday, 1800-2100 hrs.
Casa Loma Campus
102 hours
Fee: $107.00

Course Content: B621 — power plant applied science; B622 — power plant chemistry; B625 — power plant electrical and instrumentation

Start date:
September 26 to May 28/84

Stationary Enginaar **STAT 902B**
2nd Class — Part 8

Wednesday, 1800-2100 hrs.
Casa Loma Campus
102 hours
Fee: $107.00

Course Content: B623 — power plant boiler auxiliary codes; B624 — power plant refrigeration and air conditioning; B626 — power plant mechanics (turbines); B627 — blueprint reading

Start date:
Septamber 28 to May 30/84

Stationary Engineer **STAT 903A**
3rd Class — Part A

Tuesday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

course Content: B631 — power plant applied science; B632 — power plant chemistry; B635 — power plant electrical and instrumentation.

Start date:
September 27 to May 1/84

Stationary Engineer **STAT 9038**
3rd Class — Part 8

Thursday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: B633 — power plant boiler auxiliaries; B634 — refrigeration and gas compression, B636 — power plant mechanics

Start date:
September 29 to May 3/84

Stationary Engineer **STAT 904A**
4th Class — Part A

Thursday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: B641 — power plant science; B642 — power plant chemistry; B645 — power plant electrical and instrumentation.

Start date:
September 29 to May 3/84

Stationary Engineer **STAT 9048**
4th Class — Part 8

Tuesday, 1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

Course Content: B643 — power plant boiler auxiliaries; B644 — power plant refrigeration and air conditioning; B646 — power plant applied mechanics

Start date:
September 27 to May 1/84

ARCHITECTURAL

Structural Steel

Structural Steel Drawing **STR 900**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course introduces the fundamentals of structural steel design and fabrication drawing as determined by the Canadian Institute of Steel Construction standards in limit states design (SI units) and structural shop drafting SI units).
Course Contents: Building design and construction procedure, detailing of beams, girders, columns, base plates, girts, cross bracing and other building members bolted and welded connections, bill of materials and miscellaneous construction details

Start date:
September 26 to February 27/84

Structural Steel Design **STR 901**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course has been structured to meet OACETT (Technology Level) requirements using limit state design in metric units
Course Content: Loads, forces; moments; structural systems; analysis and design; limit state design tension members; axially loaded compression members; the effective length concept; beams, beam-columns; plate girders; composite design, connections; trusses, and bracing.

Start date:
October 6 to March 1/84

Surveying

Construction and Engineering Surveying — Part I **SURV 900**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Reasonable hand-eye coordination for the manipulation of small parts.
This course provides the student with the fundamental techniques of construction and engineering surveying.
Course Content: History and uses of surveying; units of measurement; use of basic drafting equipment; drafting from sample field notes; distance measurement' levelling and contours, care and use of engineer's transit; preparation and interpretation of site plans.

Start date:
September 27 to December 1/83

Construction and Engineering Surveying — Part II **SURV 901**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: SURV 900 or equivalent.
This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout' building layout; grades and drainage.

Start date:
January 17 to March 22/84

Construction

Principles and Testing of Concrete Materials **CO 914**

Thursday
1900-2200 hrs.
60 hours
Fee: $65.00

This course has been prepared for persons who intend to work in engineering laboratories and for those who are presently employed in those sections of the construction industry where a sound knowledge of concrete is essential.
Course Content: Mineral aggregates: CSA test — moisture content, sieve analysis, sampling aggregates, scratch hardness. Portland cement: History, manufacture and types of Portland cement. Principles and testing of concrete: mix design, air-entrained concrete, slump test, air test, cylinder test, beam test, production, batching, mixing, delivery, additives, joint responsibility tools for placing and finishing, concrete slabs, placing concrete, curing concrete.
Note: All testing is in accordance with CSA specifications.

Start date:
October 6 to March 1/84

Registration Information

Register early. Limited places available! For more information, please call George Brown College at 967-1212.

BUSINESS

Timothy Eaton (1834 - 1907) Established T. Eaton Co. in 1869. Revolutionized commercial methods by selling at a fixed price for cash.

BUSINESS

The Business Division

Certificate Programs

The Business Division is offering a number of Part Time Certificate Programs

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs.

Certificate Programs are available in:
1. **Accounting**
2. **Business Management**
3. **Records Management**
4. **Secretarial Practice**
5. **Marketing**

NOTE: Register for Part Time Programs or Courses at St. James Campus only

*"English and the Business World" Is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal section.

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective.

Compulsory for Accounting
ACC 100X—
Introduction to Accounting
ACC 102X—
Accounting II
ACC 202X—
Cost Accounting I
EC 903—Economics

Electives for Accounting
BUS 900-A
Business Management I
BUS 900-B
Business Management II
ENG 201X*
English and The Business World
OMDP 902-A
Ontario Business Law I
OMDP 902-B
Ontario Business Law II
EDP 900
Introduction to E.D.P.

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for

6 Courses:
4 compulsory, 2 electives.

Compulsory for Business Management
BUS 900-A
Business Management I
BUS 900-B
Business Management II
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Management
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902A
Ontario Business Law I
OMDP 902B
Ontario Business Law II
OMDP 907
Effective Supervision
—Human Relations
EC 903
Economics

Part Time Certificate Program in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses:
TYP 906
Advanced Typing
SHP 900A&B
Pitman Shorthand—Theory
SHP 901**
Pitman Shorthand—Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Course—One of the Following
OMDP 902A
Ontario Business Law I
OMPD 902B
Ontario Business Law II
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
ACC 100X
Bookkeeping
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

Part Time Certificate Program in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses:
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Elective courses—Choose a minimum of two courses from the list below
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORMS 900
Form Design
FORMS 901
Procedural Analysis
BUS 800
Archives Management

Choose a maximum of two courses from the general Business and Commerce offerings.

Part Time Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.

The program is anything but theoretical. Lecturers are chosen from business and will bring a vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare the student for practical application of his knowledge.

The six-course course certificate program consists of the following:

Compulsory Courses:
MARK 100X
Marketing—Introduction to
MARK 205X
Marketing Management I
MARK 904
Advertising—Introduction to
MARK 905
Retail Management—Introduction to

Elective Courses:
MARK 202X
Marketing Research and Information Systems.
MARK 903
Industrial Marketing
LAW 900
Marketing Law
MARK 906
Consumer Behaviour

BUSINESS

PART TIME CERTIFICATE PROGRAM IN ACCOUNTING

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective.

Compulsory of Accounting

Accounting I ACC 100X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivalency pg. 22

Prerequisite: BOK 552X or equivalent. This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Start dates:
September 20 to December 20/83
January 17 to April 17/84
April 24 to July 24/84

Accounting II ACC 102X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivelency pg. 22

Prerequisite: ACC 100X or equivalent. This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.

Start detes:
September 21 to December 21/83
January 18 to April 18/84
April 25 to July 25/84

Cost Accounting ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Start dates:
September 19 to December 19/83
January 16 to April 16/84
April 23 to July 23/84

***"English end the Business World" is e compulsory subject for ell students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.**

Economics EC 903

Monday and Wednesday, 1830-2130 hrs.
St. James Campus
84 hours
Fee: $110.00
See equivalency pg. 22

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics Insurance, Civics, organizations of federal, provincial and municipal governments.

Start dates:
September 19 to December 19/83
January 16 to April 16/84
April 23 to July 23/84

Electives for Accounting

Business Management I BUS 900A

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Meterial Fee: $5.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment Business in Canada; an overview.

Start dates:
September 28 to December 21/83
Jenuery 1B to April 18/84
April 25 to July 25/84

Ontario Business Law I OMDP 902A
(79-051—79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 22

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program

Start dates:
September 21 to November 23/83
Jenuery 1B to March 21/84
April 25 to June 27/84

Business Management II BUS 900B

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Material Fee: $5.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates:
September 20 to December 20/83
January 17 to April 17/84
April 24 to July 24/84

Ontario Business Law II OMDP 902B
(79-061-79-070)

Wednesdey, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25 00
See equivalency pg. 22
Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising, insurance, bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program

Start dates:
September 21 to November 23/83
Jenuery 1B to March 21/84
April 25 to June 27/84

Introduction to Data Processing EDP 900

Wednesday or Thursday 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: 5 00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience

Start dates:
Sept. 21 or 22 to Dec. 21 or 22/83
Jan. 18 or 19 to Apr. 18 or 19/84
April 25 or 26 to July 25 or 26/84

BUSINESS

"R.I.A." — Society of Management Accountants

The Society of Management Accountants, "The R.I A 's" offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — RIA. Professional accreditation as an RIA management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their R.I.A. Studies.
Further information can be obtained from the St. James Campus or from the Society at,

Ste. 910 — 20 Victoria St.
Toronto, Ontario M5C 2NB
Telephone: 363-8191

PART-TIME CERTIFICATE PROGRAM IN BUSINESS MANAGEMENT

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for

6 Courses:
4 compulsory, 2 electives

Compulsory for Business Management

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
September 21 to Decembe r 21/83
January 18 to April 18/84
April 25 to July 25/84

Business Management I **BUS 900A**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Material Fee: $5.00

First of a two-part course for people in junior or middle management positions Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada, an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Start dates:
September 28 to Decembe r 21/83
January 18 to April 18/84
April 25 to July 25/84

Business Management II **BUS 900B**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Material Fee: $5.00

Second part of a two-part course for people in junior or middle management positions Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates:
September 20 to Decembe r 20/83
January 17 to April 17/84
April 24 to July 24/84

Accounting I **ACC 100X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivalency pg. 22

Prerequisite: BOK 552X or equivalent
This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.
Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Start dates:
Septembar 20 to Decembar 20/83
January 17 to April 17/84
April 24 to July 24/84

Elective for Business Management

Introduction to Data Processing **EDP 900**

Wedensdy or Thursday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
Sept. 21 or 22 to Dec. 21 or 22/83
Jen. 18 or 19 to Apr. 18 or 19/84
Apr. 25 or 26 to July 25 or 26/84

***"English and the Business World" is a compulsory subject for all students whosa netiva language is not English. Information about this course can ba found in the English and Liberel Studies saction.**

Accounting II **ACC 102X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
See equivalency pg. 22

Prerequisite: ACC 100X or equivalent.
This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statements of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis

September 21 to December 21/83
January 18 to April 18/84
April 25 to July 25/84

Cost Accounting **ACC 202X**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fea: $47.00

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Start dates:
September 19 to Decembar 19/83
January 16 to April 16/84
April 23 to July 23/84

BUSINESS

Ontario Business Law I **OMDP 902A**
(79-051—79-060)

Wadnasday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Meterial Fee: $25.00
Sea equivelency pg. 22

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start dates:
Septamber 21 to Novembar 23/83
January 18 to March 21/84
April 25 to June 27/84

Ontario Business Law II **OMDP 902B**
(79-061—79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
Sea equivalency pg.

Prerequisite: Ontario Business Law I OMDP 902A
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance; bankruptcy; taxation; security
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program.

Start dates:
September 21 to Novambar 23/83
January 18 to March 21/84
April 25 to June 27/84

Time for updating your management and business techniques this year 1983 - 1984

Economics **EC 903**

Mondey end Wednasday, 1830-2130 hrs.
St. James Campus
84 hours
Fee: $110.00
See equivelency pg. 22

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organizations of federal, provincial and municipal governments.

Start dates:
September 19 to Decembar 19/83
January 16 to April 16/84
April 23 to July 23/84

Effectiva Supervision—Human Relations **OMDP 907**
(75-01)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $30.00
Material Fee: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for result, resistance to change

Start dates:
September 22 to November 24/83
January 19 to March 22/84
April 26 to June 28/84

PART TIME CERTIFICATE PROGRAM IN SECRETARIAL PRACTICE

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing Applicants with a lower level of formal education will be considered if they have had related business experience

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for

6 Courses:
5 compulsory, 1 elective

Compulsory Courses

Typewriting III (Advanced) **TYP 905**

Monday and Wednasday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: 35 w.p.m or TYP 901
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups, (b) achieve 40 w.p.m. on ten-minute tests
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of ditto, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests

Start dates:
September 19 to November 23/83
January 16 to March 14/84
April 23 to June 27/84

Pitman Shorthend Theory I **SHP 900A**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequsites: Grade 12 English or equivalent, 45 w.p.m. in typing
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses

Start dates:
September 20 to December 8/83
January 17 to April 5/84
April 24 to July 12/84

Pitman Shorthand Theory II **SHP 900B**

Tuesday and Thursdey, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $77.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form

Start dates:
September 20 to December 8/83
January 17 to April 5/84
April 24 to July 12/84

Pitman Shorthand — Speed Development **SHP 901**

Tuesday and Thursdey, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
**Can be waived if student attained 100 wpm in SHP 900
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w p m , and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on shortforms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form

Start dates:
September 20 to November 24/83
January 17 to March 22/84
April 24 to June 28/84

BUSINESS

Introduction to Records Management RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start dates:
September 19 to December 19/83
January 16 to April 16/84

Elective Course — One of the following

Ontario Business Law I **OMDP 902A**
(79-051 — 79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 22

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start dates:
September 21 to November 23/83
January 18 to March 21/84
April 25 to June 27/84

Ontario Business Law II **OMDP 9028**
(79-061-79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 22

Prerequisite: Ontario Business Law I OMDP 902A.
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety, agency; environmental protection; franchising, insurance; bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "Law 200" offered in the day program.

Start dates:
September 21 to November 23/83
January 18 to March 21/84
April 25 to June 27/84

Advanced Records Management RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start dates:
September 21 to December 21/83
January 18 to April 18/84

Introduction to Data Processing **EDP 900**

Wednesday or Thursday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
Sept. 21 or 22 to Dec. 21 or 22/83
Jan. 18 or 19 to Apr. 18 or 19/84
Apr. 25 or 26 to July 25 or 26/84

Bookkeeping I **BOK 552X**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries, accounting for professional enterprises; financial statements, petty cash and payroll.

Start dates:
September 19 to December 19/83
January 16 to April 16/84
April 23 to July 23/84
May 14 to August 13/84

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer, marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
September 21 to December 21/83
January 18 to April 18/84
April 25 to July 25/84

***"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.**

BUSINESS

PART TIME CERTIFICATE PROGRAM IN RECORDS MANAGEMENT

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses

Introduction to Records Managemant RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records.

Start datas:
Septambar 21 to Decambar 21/83
Janiery 18 to April 18/84

Advanced Records Managamant RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start datas:
Septambar 21 to Decambar 21/83
Janiery 18 to April 18/84

Elective courses — Choose a minimum of two courses from the list.

Forms Management RM III **RM 902**

Thursdays, 1800-2100 hrs.
St. James Cempus
42 hours
Fee: $47.00

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Start datas:
Septamber 22 to December 22/83
Janiery 19 to April 19/84

Menuals Managamant RM IV **RM 903**

Wadnesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction; program elements, production procedure I; production decedure II; effective writing I, effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards; course review.

Start datas:
Septamber 21 to Dacamber 21/83
Janiery 18 to April 18/84

Microfilm for Your Business **MICR 900**

Tuesday, 1800-2100 hrs.
St. Jamas Cempus
42 hours
Fee: $47.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control. As well, they will have gained an understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction will also be given in preparing a cost/benefit study, and there will be a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Start dates:
September 20 to Dacamber 20/83
January 17 to April 17/84

Procedural Analysis **FORM 900**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

The course will consist of 14 sessions of three hours each, and will introduce the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flowcharting. There will be a number of written assignments and class exercises throughout the course, as well as a final examination (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
September 19 to Decembar 19/83
Janiery 16 to April 16/84

Forms Dasign **FORM 901**

Wadnesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

This course consists of fourteen sessions of three hours each, and will introduce the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking. There will be three tests, one assignment, and a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start datas:
Septamber 21 to December 21/83
Janiery 18 to April 18/84

Archives Managamant BUS 800

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $65.00
Meteriels $15.00

The course will provide sufficient knowledge of archival principles and practices to develop in students a basic understanding of the relationship between the archives and records management functions. Students successfuly completing the course will be competent to interact with professional archivists in an integrated archives and records management environment, to apply archival methods to historical records in corporate records centres, and to work with professional archivists in establishing and maintaining an archives program. The course will appeal to persons without previous archival training or experience appointed to establish archives programs; museologists and librarians having responsibilities for archival collections; business administrators, records management personnel, file clerks and secretaries requiring knowledge of the proper care and handling of archival records; and graduates and students of the related fields of library science and history.

Start data:
Septambar 15 to Decembar 15/83
Janiery 19 to April 19/84

Choose a maximum of two courses from the general Business offerings.

Your course could include a well known business personality.

BUSINESS

PART TIME CERTIFICATE PROGRAM IN MARKETING

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.

The program is anything but theoretical. Lecturers are chosen from business and will bring a vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare the student for practical application of his knowledge.

The six-course course certificate program consists of the following:

Compulsory Courses

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
September 21 to December 21/83
January 18 to April 18/84
April 25 to July 25/84

Introduction to Advertising **MARK 904**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising—headline, layout, illustration and copy.

This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.

Start dates:
September 19 to December 19/83
January 16 to April 16/84
April 23 to July 23/84

Introduction to Retail Management **MARK 905**

Thursday, 1800-2100 hrs.
St. James Campus
42 Hours
Fee: $70.00

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.

Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms.

Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Start dates:
September 22 to December 22/83
January 19 to April 19/84
April 26 to July 26/84

Marketing Management I **MARK 205X**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X

This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Start dates:
September 22 to December 22/83
January 19 to April 19/84
April 26 to July 26/84

Elective Courses

Industrial Marketing **MARK 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $75.00

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.

The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Start dates:
September 21 to December 21/83
January 18 to April 18/84
April 25 to July 25/84

Marketing Law **LAW 900**

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $90.00

This course will introduce the student to the legal system as it pertains to marketing.

Major topics covered in the course are: Federal and provincial jurisdiction; the law and the various forms of business; marketing contracts; the matter; credit; regulation of sales and competition, negligence and product liability; contracts and torts that the marketer should be aware of.

Start dates:
September 22 to December 22/83
January 19 to April 19/84
April 26 to July 26/84

Marketing Research and Information Systems **MARK 202X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Prerequisite: MARK 100X or equivalent

Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Start dates:
September 20 to December 20/83
January 17 to April 17/84
April 25 to July 25/84

Consumer Behaviour **MARK 906**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $70.00

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.

Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour; attitudes and beliefs—can they be changed by advertisements?

Start dates:
Septamber 19 to December 19/83
January 16 to April 16/84
April 23 to July 23/84

Retail Advertising Copy Writing (Advanced) **MARK 902**

Tuesday, 1800-2100 hrs.
St. James Campus
30 hours
Faa: $100.00

Prerequisite: MARK 901 or comparable practical experience.

This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.

Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and posters. Term project will entail creating a complete advertising campaign using all media covered in this course.

Enrollment limited to 16.

Start dete:
September 20 to November 22/83
January 17 to March 20/84
April 24 to June 26/84

***"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the English and Liberal Studies section.**

BUSINESS

Insurance Courses Leading to A.I.I.C. Designation

"These courses are offered in co-operation with the Insurance Institute of Canada.

An examination fee of $30 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION

Courses	Deadlines
September	August 26/83
January	December 16/83
April	March 23/84

Principles and Practice of Insuranca **INS 911**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Note: This course is a prerequisite for any other A.I.I.C. subject.

Start dates:
September 12 to November 28/83
January 16 to April 2/84
April 9 to June 25/84

Insurance on Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911.

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates:
September 14 to November 30/83
January 11 to March 28/84
April 11 to June 27/84

Insurance on Property II **INS 933**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, 912

Business fire coverages; extended coverage endorsements E.C.K.L.J. rating: fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates:
September 13 to November 29/83
January 10 to March 27/84
April 10 to June 26/84

Insurance on the Parson **INS 934**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Faa: $70.00
Materials: $5.00

Prerequisite: INS 911

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems.

Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates:
Septamber 14 to November 30/83
January 11 to March 28/84
April 11 to June 27/84

Insurance against Crime **INS 935**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911

Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start dates:
Septamber 13 to November 29/83
January 10 to March 27/84
April 10 to June 26/84

Business Interruption **INS 940**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 912

Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.

Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start dates:
Septamber 12 to November 28/83
January 9 to March 26/84
April 9 to June 25/84

Property Loss Adjustment **INS 941**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Faa: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 933

Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports: the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start dates:
Septamber 15 to Decamber 1/83
January 12 to March 29/84
April 12 to June 28/84

Insurance Against Liability **INS 913**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws; fatal accidents, defences. The Law of Negligence — Province of Quebec.

Start dates:
Septamber 15 to December 1/83
January 12 to March 29/84
April 12 to June 28/84

BUSINESS

Insurance Accounts end Financa **INS 916**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods interrelationship of accounting and statistical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Start dates:
September 14 to November 30/83
January 11 to March 28/84
April 11 to June 27/84

Building Construction/ Fire Protection end Basic Hazards **INS 936**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Meterials: $5.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start dates:
September 14 to November 30/83
January 11 to March 28/84
April 11 to June 27/84

Automobile Insurance **INS 914**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F II); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims

Start dates:
Saptambar 13 to November 29/83
January 10 to March 27/84
April 10 to June 26/84

Loss Adjustment end Claim Settlement **INS 915**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materiels: $5.00

Prerequisite: INS 911, INS 914.
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates:
September 14 to November 30/83
January 11 to March 28/84
April 11 to June 27/84

Casualty Covers **INS 943**

Thursday, 1730-2130 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911
Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Start dates:
September 15 to December 1/83
January 12 to March 29/84
April 12 to June 28/84

Industriel Process Hazards **INS 937**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 936.
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

September 15 to December 1/83
January 12 to March 29/84
April 12 to June 28/84

Bodily Injury Claims **INS 932**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Prerequisite: INS 911, INS 915
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start dates:
September 15 to December 1/83
January 12 to March 29/84
April 12 to June 28/84

Casualty Loss Prevention **INS 938**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Course Content: Owners' landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps elevator liability. Manufacturers' and contractors' liability.
Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Start dates:
September 13 to November 29/83
January 11 to March 27/84
April 11 to June 26/84

General Insurance Essentials — Part I **INS 981**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

This course is offered in two sections
The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.
Note: No course other than INS 950B may be taken concurrently with this course.

Start dates:
September 15 to December 1/83
January 12 to March 29/84
April 12 to June 28/84

BUSINESS

General Insurence Essantials — Part II **INS 982**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $70.00
Materials: $5.00

Continuation of INS 9B1 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 9B1 may be taken concurrently with this course.

Start dates:
September 13 to November 29/83
January 10 to March 27/84
April 10 to June 26/84

License Qualification (General Lines Insurance) **INS 944**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $100.00
(including examinetion Fee)
Meteriels: $160.00

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff. Instructors are drawn from among leading agencies, insurers and allied organizations.
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions.
Course Content: Principles of insurance, property, business interruption, condominiums, home-owners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines.

Start dates:
September 20 to November 24/83
January 17 to March 22/84
April 24 to June 28/84

Electronic Data Processing

Introduction to Date Processing **EDP 900**

Wednesday or Thursday 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
Sept. 21 or 22 to Dec. 21 or 22/83
Jan. 18 or 19 to Apr. 18 or 19/84
Apr. 25 or 26 to July 25 or 26/84

Cobol I **EDP 101X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materials: $5.00

Prerequisite: EDP 900 or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
September 20 to December 20/83
January 17 to April 17/84
April 24 to July 24/84

Cobol II **EDP 200X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00
Materiels: $5.00

Prerequisite: A "C" standing in COBOL I or equivalent
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates:
September 20 to December 20/83
Jenuery 17 to April 17/84
April 24 to July 24/84

Clerical and Secretarial Skills

Typewriting (Beginning) **TYP 901**

Monday and Wednasdey, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: Basic knowledge of English
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part) The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Start dates:
September 19 to November 23/84
January 16 to March 14/84
April 23 to June 27/84
June 4 to August 8/84

Typewriting II (Intermediate) **TYP 903**

Monday and Wednesday 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materiels: $20.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation Emphasis will be placed on speed development and remedial work Speed objective is 35 w.p.m.

Start dates:
September 19 to November 23/83
January 16 to March 14/84
April 23 to June 27/84

Typewriting III (Advanced) **TYP 905**

Monday and Wednesday 1800-2100 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: 35 w.p.m or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements, business letters — different styles, placement, carbon copies and envelopes, essential business forms; erasures and corrections, squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w p m. or better on ten-minute tests

Start dates:
September 19 to November 23/83
January 16 to March 14/84
April 23 to June 27/84

Le Dactylographie en Francais **TYP 906**

Niveau débutent
merdi et jeudi
18h15 — 21h15
Campus St-James
(200 rue King est-à l'ast de Jervis)
60 heures
CoOt: 65$
Matériel: 10$

Les apprenants maîtrisent le clavier en utilisant la méthode "aveugle" et comprennent comment mettre en page les lettres dactylographiées. À la fin du cours ils tapent 25 mots par minute à un test de vitesse de 5 minutes On apprend également les règles de syllabation, d'emploi des majuscules et de tabulation.

Detes du début:
du 17 janvier/84, eu 29 mars/84
du 10 avril/84, au 14 juin/84

BUSINESS

Word Processing I **WORD 201X**

Wednesday, 1800-2100 hrs. or Saturday, 0900-1300 hrs.
St. James Campus
28 hours
Fee: $125.00
Materials: $10.00

Prerequisite: Grade 12 English and 50 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system".

Start dates:
Sept. 21 or 24 to Nov. 16 or 5/83
Jan. 18 or 21 to Mar. 14 or 3/84
Apr. 25 or 28 to June 20 or 9/84
June 20 or 23 to Aug. 15 or 4/84

Intermediate Word Processing **WORD 800**

Monday, 1800-2100 hrs.
Sat. 1315 to 1715 hrs.
St. James Campus
28 hours
Fee: $125.00
Materials: $10.00

Continued Training on the Wang System. Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Start dates:
Sept. 19 or 24 to Nov.14 or 5/83
Jan. 16 or 21 to Mar. 12 or 3/84
Apr. 23 or 28 to June 18 or 9/84
June 23 or 25 to Aug. 20 or 4/84

Traitement de textes WORD 900

mercredi 18h15 - 21h15
Campus St-James
(200 rue King est-à l'est de Jarvis)
30 heures
Coût: 125$

Ce cours permet aux apprenants d'améliorer leur rendement et leur productivité dans le domaine du traitement de textes.
Ce cours répond aux besoins actuels des apprenants et envisage l'utilisation de leurs connaissances dans le cadre de leur carrière ou de leur entreprise.
Ce cours met l'accent sur: l'organisation du travail, la recherche, l'optimisation, le traitement de l'information et son application, et l'automatisation de tâches routinières. A chaque cours l'apprenant s'entraîne sur une machine individuelle de traitement de textes.

Dates du début
du 21 septembre, au 23 novembre/83
du 11 janvier, au 21 mars/84
du 11 avril, au 13 juin/84

Shorthand — Refresher Course **SH 900**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
84 hours
Fee: $115.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Start dates:
September 20 to December 22/83
January 17 to April 19/84
April 24 to July 26/84

Attention Word Processing Students

The Business Division offers additional course to those listed herein.
For information on — Equivalency day/evening courses
— Advanced courses
— Certification in Basic Museum Studies
— Construction
telephone 967-1212, Ext. 3289/3290

The courses listed below have been granted exemptions by C G A. & S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.

Our Course #	**C.G.A. #**	**R.I.A. #**
Acc 100x & 102x	Acctg 101	Intro. Acctg
OMDP 902 A & B	Law 108	Commercial Law
EC 903	Economics 104	Economics

BUSINESS

ATTENTION!

OWNERS, MANAGERS, SUPERVISORS, ENTREPRENEURS

COURSES TO SUCCESS

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM

— Ontario Management Development Program courses will assist you in meeting your career goals by providing you with management training needed to run your business successfully.

— Assist you in starting your own small business.

— Offer Provincial OMDP Certificates, issued by The Ministry of Colleges and Universities to recognize your achievement on completion of basic programs. Certificates are offered in Business Management and Supervisory Studies.

— Who develops these courses? Co-ordinated by The Ministry of Colleges and Universities in co-operation with Ontario's Community Colleges, OMDP courses are designed by business and industry professionals. Among these is The Federal Business Development Bank.

— Who teaches? Course leaders are practical, well qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.

— Course descriptions follow.

Participants may register in one or more courses in the same term and select the courses in the sequence outlined below

CERTIFICATE IN BUSINESS MANAGEMENT STUDIES
Satisfactory completion of six courses, three of which are prescribed from three of the groups "A" to "D" below. A fourth course is required from groups "A" to "H". The remaining two courses may be drawn from groups "A" to "H", or from non-OMDP college-approved related courses:

A Business Management — General
B Financial Control
C Marketing
D Production
E Personnel Management and Labour Relations
H Electives

For further information please call 967-1212, ext. 3289

Certificate Category: BUSINESS MANAGEMENT STUDIES (BMS)

Group A:	**Business Management — General**
72-07	OMDP922 Management for Results
Group B:	**Financial Control**
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
79-61 to 79-070	OMDP902B Ontario Business Law II
B2-01 FT-1	OMDP925 Fundamentals of Financial Management
68-01	Credit and Collections (B)
76-02	Management Approach to Credit and Collections (B)
Group D:	**Production**
71-02	OMDP901A Work Study I
71-02	OMDP901B Work Study II
73-09	OMDP913 Purchasing
75-03	OMDP908 Effective Supervision - Administration
7B-05	OMDP924 Inventory Management
Group E:	**Personnel Management and Labour Relations**
75-01	OMDP907 Effective Supervision - Human Relations
77-01	OMDP912 Management Skills in Personnel Selection
B1-04	OMDP906 People Management: Tools and Techniques
7B-10	OMDP927 Organizational Behaviour
Group H:	**Electives**
77-10	OMDP914 How to Start a Small Business
10 modules from 7B-001 to 7B-072	OMDP900 Management Functions for Supervisors

Management Functions For Supervisors **OMDP 900**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Modules: $15.00 each (if taken separately)
Fee: $30.00
Material Fee: $25.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate Course Content: The role of the supervisor, Management process: an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Start dates:
September 22 to November 24/83
January 19 to March 22/84
April 26 to June 28/84

Work Study I **OMDP 901A**
(71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

The course will introduce methods and time study. It will prepare the student for effective participation in a company work study program. It will provide a strong base on which to build experience in analysis.

Start dates:
September 19 to November 21/83
January 16 to March 19/84
April 23 to June 25/84

Work Study II **OMDP 9018**
(71-02)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00

Prerequisite: OMDP 901A Work Study I. Second part of two-part course. Topics included are: Introduction to work measurement; principles of work management; fundamental procedures of stopwatch time study, work sampling theory and application; communications.

Start dates:
September 19 to November 21/83
January 16 to March 19/84
April 23 to June 25/84

Ontario Business Law I **OMDP 902A**
(79-051 — 79-060)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 22

This course will help students to develop an understanding of the legal aspects faced by Ontario Businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Start detes:
September 21 to November 23/83
Januery 18 to March 21/84
April 25 to June 27/84

Ontario Business Law II **OMDP 9028**
(79-061-79-070)

Wednesday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $25.00
See equivalency pg. 22

Prerequisite: Ontario Business Law I OMDP 902A.
This course is a continuation of Ontario Business Law I. Some of the topics covered are: Transportation; safety; agency; environmental protection; franchising; insurance; bankruptcy; taxation; security.
This course carries full credit towards the OMDP Certificate in Business Management Studies, OR half credit towards "LAW 200" offered in the day program.

Start dates:
September 21 to November 23/83
Januery 18 to March 21/84
April 25 to June 27/84

People Menegement: Tools end Techniques **OMDP 906**
(73-60)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Start detes:
September 22 to November 24/83
Januery 19 to March 22/84
April 26 to June 28/84

Effective Supervision — Humen Reletions **OMDP 907**
(75-01)

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Matarial Fee: $25.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Start detes:
September 22 to November 24/83
Januery 19 to March 22/84
April 26 to June 28/84

Effective Supervision in Administration **OMDP 908**
(75-03)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Start detes:
September 21 to November 23/83
January 18 to March 21/84
April 25 to June 27/84

Management Approach to Credit and Collections **OMDP 909**
(76-02)

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Materiels: $25.00

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Start detes:
September 20 to November 22/83
January 17 to March 20/84
April 24 to June 26/84

Management Skills in Personnel Selection **OMDP 912**
(77-01)

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the seiection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Stert dates:
September 21 to November 23/83
January 18 to March 21/84
April 24 to June 27/84

Purchasing **OMDP 913**
(73-09)

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Meteriel Fee: $25.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Stert dates:
September 19 to November 21/83
Januery 16 to Merch 19/84
April 23 to June 25/84

How To Start e Small Business **OMDP 914**
(77-10)

Thursdey, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meteriel Fee: $25.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort. Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Stert detes:
September 22 to November 24/83
Januery 19 to. Merch 22/84
April 26 to June 28/84

Retailing: An Introduction **OMDP 915**
(77-12)

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

Course Content: This course is designed to familarize the student with the basic concepts and terminology of retailing. Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Stert detes:
September 20 to Novembar 22/83
Januery 17 to March 20/84
April 24 to June 20/84

Credit and Collections **OMDP 916**
(68-01)

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Materials: $25.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Start dates:
September 19 to November 21/83
January 16 to March 19/84
April 23 to June 25/84

Management For Results **OMDP 922**
(72-07)

Wednesdey, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Material Fee: $25.00

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Stert dates:
September 21 to November 23/83
Januery 18 to March 21/84
April 25 to June 27/84

The ABC's of Selling **OMDP 923**
(80-03)

Tuesdey, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meteriel Fee: $25.00

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs".
It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well, and what are some of the techniques of a successful demonstration.

Start detes:
September 20 to November 22/83
January 17 to March 20/84
April 24 to June 26/84

Inventory Management **OMDP 924**
(78-05)

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meteriel Fee: $25.00

Students will learn to define and understand the role of inventory management in a firm as well as the components and composition of inventory. Participants will be able to appreciate the importance of maintaining proper inventory levels in operations and to adjust them when required. It will familiarize participants sufficiently with the concepts and systems of inventory management; to enable them to manage inventory more effectively in their own work environments.

Start detes:
September 20 to November 22/83
January 17 to March 20/84
April 24 to June 26/84

BUSINESS

Fundamentels of Financial Management (82-01-FT-1) **OMDP 925**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meterial Fee: $25.00

This course will enable students to understand what an Income Statement presents It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Start dates:
September 21 to November 23/83
Jenuary 18 to Merch 21/84
April 25 to June 27/84

Internel Control for Smell Business (79-09) **OMDP 926**

Thursdey, 1800-2030 hrs.
St. Jemes Campus
30 hours
Fee: $35.00
Materiel Fee: $25.00

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for a salary/wage control system.

Start detes:
September 22 to November 24/83
Jenuery 19 to Merch 22/84
April 26 to June 28/84

Organizational Beheviour (78-10) **OMDP 927**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $30.00
Meterial Fee: $25.00

The course will enable participants to understand the employee motivation towards achievement or organizational goals. It will help students to achieve the ability to perceive individual and group behaviours in an organizational perspective It will bring to light the effects of proper usage of power, Authority, and leadership It will help students to recognize the factors directly affecting work satisfaction and performance, and it will encourage participants to modify their behaviour in order to achieve a more efficient management of human resources.

Stert dates:
September 19 to November 21/83
Jenuery 16 to Merch 19/84
April 23 to June 25/84

Forecesting: Predicting Seles and Profits (78-03) **OMDP 929**

Thursday, 1800-2030 hrs.
St. Jemes Cempus
25 hours
Fee: $30.00
Materiel Fee: $25.00

This course is designed to introduce and define forecasting. It will explain some of the uses and limitations of market forecasting, as well as the general importance of planning. Implications of customer demand and demand elasticity are other topics covered in the course. A clear understanding of the firm's position within it's environment and an intuitive understanding of what information to include in their checklist is another objective of this course

Stert detes:
September 22 to November 24/83
Jenuery 19 to March 22/84
April 26 to June 28/84

George Brown College will also tailor programming courses for your compeny needs. For more information contect 362-2471.

COMMUNITY SERVICES

Lady Helen Clark (Gordon, 1839 - 1913)
She was the promoter of the Immigrants Receiving Home and was the first director of Home for Incurables.

COMMUNITY SERVICES

Community Services

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, Donna Bovenizer.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 1400-2030 hours.

The following courses must be completed in order to obtain the Diploma:

AD100X — Field Practice
AD101X — Human Growth and Behaviour
AD102X — Group Process
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour
AD202X — Group Process
AD206X — Theory, Methods and Practice of Counselling
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology of the Family

Human Growth & Behaviour — AD 101X

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date:
September 14 to April 11/84

Group Process — AD 102X

Wednesday, 1530-1700 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening, congruence and group awareness are emphasized.

Start date:
September 14 to April 11/84

Pharmacology and Physiology — PHYS 104X

Wednesday, 1730-1900 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start date:
January 11 to April 11/84

Human Growth and Behaviour II — AD 201X

Wednesday, 1400-1530 hrs.
Nightingale Campus
42 hours
Fees: $75.00

An extension of AD 101X with a review of personality theory as well as an examination of abnormal development and the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Start dates:
September 14 to April 11/84

Basic Studies in Addictions — AD 105X

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative responses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemicals.

Start date:
September 14 to December 14/83

Theory, Methods and Practice of Counselling — AD 106X

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Start date:
September 14 to April 11/84

Ethics, Values and Professionalism — AD 208X

Wednesday, 1730-1900 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date:
January 11 to April 11/84

Group Process — AD 202X

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start date:
September 14 to April 11/84

Theory, Methods & Practice of Counselling — AD 206X

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fees: $75.00

Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistence, plateaus, recontracting, prognosis and evaluation are included.

Start date:
September 14 to April 11/84

Community Practice — AD 211X

Wednesday, 1730-1900 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Start date:
September 14 to December 14/83

Field Work Seminar — AD 212X

Wednesday, 1530-1700 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Start date:
September 14 to April 11/84

COMMUNITY SERVICES

Field Practice — AD 100X

Monday to Friday
400 hrs.
Fee: $25.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.

Note: Registration for this course requires the approval of the program coordinator.

Start date:
September 1 to Dacembar 31/83

Field Practice — AD 200X

Monday to Friday
600 hrs.
Fee: $25.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.

Note: Registration for this course requires the approval of the program coordinator.

Start date:
September 1 to December 31/83
January 1 to March 31/84
April 1 to June 30/84
July 1 to August 31/84

Social Services, Problems & Issues — AD 103X

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $40.00

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility; federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied.

Start date:
September 14 to December 14/83

Counselling Practice Laboratory — AD 107X

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $40.00

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Start date:
January 11 to May 11/84

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required, details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, Donna Bovenizer.

Note: It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:

CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI278X — Organizational Development
CHI272X — Working With Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Human Growth and Development — CHI 161X

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The normal growth of the child is followed from birth to adolescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date:
September 14 to April 11/84

Caring for the Disturbed Child — CHI 164X

Wednesday, 1630-1800 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date:
September 14 to April 11/84

Therapeutic Activities — CHI 101X

Wednesday, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Students will be actively involved in demonstrations and seminars and will gain competence in programming. Emphasis will be placed on the age appropriateness and the therapeutic value of activities.

Start date:
September 14 to April 11/84

Introductory Psychology — PSY 169X

Wednesday, 1830-2000 hrs.
Nightingale Campus
25½ hrs.
Fee: $40.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date:
September 14 to December 14/83

Introductory Sociology — SOC 171X

Wednesday, 1830-2000 hrs.
Nightingale Campus
42 hrs.
Fee: $40.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
January 11 to April 11/84

Group Process — CHI 172X

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course is designed to provide learning at the theoretical and experiential level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date:
September 14 to April 11/84

Interviewing and Couselling — CHI 100X

Wednesday, 1830-2000 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Students will study the theoretical approaches to interviewing and counselling and will be required to demonstrate specific interviewing and counselling skills.

Start date:
September 14 to April 11/84

Childhood Psychopathology — CHI 261X

Wednesday, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autistic, schizophrenia, etc.)

Start date:
September 14 to April 11/84

COMMUNITY SERVICES

Caring for the Disturbed Child **CHI 262X**

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Start date:
September 14 to April 11/84

Treatment Philosophies **CHI 268X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course is an introduction to therapeutic approaches extent in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treament will be examined.

Start date:
September 14 to April 11/84

Organizational Development **CHI 278X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $40.00

In this course the students will develop the skills to: a) understand and practice effective interaction with people within the formal structure of an organization; b) understand and practice effective interaction with people and organizations within a community context

Start date:
September 14 to December 14/84

Adolescence Role and Identity **CHI 276X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course will examine the learners attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.
An explanation of these areas will enhance the students ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Start date:
January 11 to April 11/84

Working with Families **CHI 272X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date:
January 11 to April 11, 1984

Adolescence **CHI 275X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood

Start date:
September 14 to December 14/83

Values, Ethics and Professionalism **CHI 279X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.

Start date:
September 14 to December 14/84

Integration of Theory and Practice **CHI 277X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $40.00

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community.
After identification of these levels the student is expected to develop an intervention strategy to specific problem(s).

Start date:
January 11 to April 11/84

Field Practice **CHI 160X**

Monday to Friday
600 hours
Fee: $25.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings. Field placements are arranged on an individual basis with the program coordinator

Start dates:
September 1 to December 31/83
Jenuery 1 to March 31/84
March 1 to June 30/84
July 1 to August 31/84

Field Practice **CHI 260X**

Monday to Friday
660 hours
Fee: $25.00

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Start dates:
September 1 to December 31/83
January 1 to March 31/84
April 1 to June 30/84
July 1 to August 31/84

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program

Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9 Telephone 967-1212, Donna Bovenizer.

Note: It is recommended that applications be received by the Admissions Office before July 31

The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings

The following courses must be completed in order to obtain the Diploma.

ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Infent and Child Development **ECE 100X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and inter-related processes affected by both heredity and environment

Start date:
September 13 to December 13/83

Health & Nutrition **ECE 101X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Start date:
September 13 to December 13/83

COMMUNITY SERVICES

Interpersonal Communications **ECE 103X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The purpose of this course is to examine principles and concepts of interpersonal communication and to develop skills in facilitating the interpersonal communication process.

Start date:
Janvery 12 to April 12/84

Principles of Day Care I **ECE 104X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Principles of Day Care I emphasizes the study of settings and programs that can be used effectively with babies and children in early childhood centres.

Start date:
January 10 to April 10/84

Art Education **ECE 105X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course will explore the creative process through workshops and seminars. Students will examine a variety of art material and how it can be used with young children.

Start date:
September 15 to Decamber 15/83

Storytelling and Literature **ECE 116X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.

Start date:
May 1 to July 12/84

Music **ECE 117X**

Thursday, 1830-2030 hrs.
Nightingale Cempus
14 hours
Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Stert date:
May 3 to July 14/84

Parent Education I **ECE 118X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Parent Education and Interviewing Parent I is designed to give the student a theoretical background in current parenting methods as well as how to work comfortably, effectively and professionally with parents of individual children in an early childhood setting.

Start date:
January 10 to April 10/84

Human Growth and Development **ECE 200X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Start date:
January 10 to April 10/84

Children with Special Needs **ECE 201X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course will look at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Start date:
September 15 to December 15/83

Curriculum Development **ECE 202X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course will integrate a theoretical framework for examining the learning process with a developmental approach to curricular.

Start date:
September 15 to Decamber 15/83

Planning Manegement and Legislation **ECE 203X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements. Initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Start date:
January 10 to April 10/84

History and Philosophy of Early Childhood Education **ECE 204X**

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.

Start date:
September 15 to December 15/83

Field Practice **ECE 213X**

160 hours
Fee: $25.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coodinator.

Stert detes:
Semester I
September 6 to December 23/83
Semester II
January 10 to Mey 8/84
Semester III
September 8 X 15 Weeks
Semester IV
January 12 X 17 Weeks
Semester V
September 12 X 15 Weeks

Family Dynamics **ECE 206X**

Thursdey, 1830-2030 hrs.
Nightingele Campus
28 hours
Fee: $45.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start dete:
Janvery 12 to April 12/84

Perent Education II **ECE 207X**

Tuesdey, 1830-2030 hrs.
Nightingele Campus
28 hours
Fee: $45.00

Prerequisite: Successfully completing Parent Education I.
This parent education and interviewing course includes further study in methods of parenting, working with parents both singly and in group in an early childhood setting.

Start dete:
September 13 to December 13/83

Professional Development **ECE 208X**

Thursday, 1830-2030 hrs.
Nightingele Campus
28 hours
Fee: $45.00

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee

Stert dete:
Janvery 12 to April 12/84

Plen to pursue e diplome in Community Services
For further information call 967-1212

COMMUNITY SERVICES

Movement and Drama **ECE 215X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children.

Start date:
Mey 1 to July 12/84

Science Experience **ECE 216X**

Thursday, 1830-2030 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences

Start date:
May 3 to July 14/84

Principles of Day Care **ECE 217X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

Prerequsite: Successfully completing Principles of Day Care I.
Principles of Day Care II is a continuation of studying program in Early Childhood settings with emphasis on studying guidance techniques that are currently used in Early Childhood Education.

Start dete:
September 13 to December 13/83

Language end Communicetions **ENG 114X**

Tuesdey end Thursdey
1830-2030 hrs.
Nightingale Cempus
28 hours
Fee: $45.00

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Start dete:
Mey 1 to June 14/84

Introductory Psychology **PSY 107X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day centres.

Start date:
Jenuery 12 to April 12/84

Introductory Sociology **SOC 106X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Start date:
September 19 to December 15/83

Field Practice **ECE 113X**

Monday to Friday
160 hours
Fee: $25.00

Start date:
September 1 to December 31/83

Field Practice **ECE 114X**

Monday to Friday
160 hours
Fee: $25.00

Start date:
September 1 to December 31/83

Field Practice **ECE 212X**

Monday to Friday
160 hours
Fee: $25.00

Start date:
September 1 to December 31/83

Field Practice **ECE 213X**

Monday to Friday
160 hours
Fee: $25.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children. Field practice is arranged on an individual basis with the program coordinator

Start dete:
Semester 1 — September 6/83 x 15 wks.
Semester 2 — Jenuery 10/83 x 17 wks.
Semester 3 — September 8/83 x 15 wks.
Semester 4 — Jenuery 12/84 17 wks.
Semester 5 — September 12/83 x 15 wks.
Jenuery 9/83 15 wks.

Activetion Co-ordinator Diplome Program

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and/or handicapped persons

The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life or the disabled.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Community Sevices, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, M Gaffney ext. 4242.

Courses are offered Monday, Tuesday and Thursday between 1500-2100 hours

The following courses must be completed in order to obtain the Diploma:
ACT100X — Growth and Development
ACT104X — Activity Planning
ENG128X — Communications I
ACT105X — Use of Crafts and Hobbies I
ACT102X — Working with the Handicapped
ACT103X — Ambulation and Exercise
FLDP101X — Field Practice
FLDPW101X — Field Work Seminar
ACT101X — Community Resources
ACT106X — Normalization and Remotivation
PSY114X — Psycho-Social Needs
GERI10X — Geriatric Impairments
PSY205X — Psycho-Geriatrics
PDE200X — Program Development and Evaluation
FLDP102X — Field Practice
FLDW102X — Field Work Seminar
ACT207X — Creative Programming
ACT209X — Special Purpose Groups
ENG 223X — Group Process
ACT208X — Assessment Skills
BUS210X — Organization and Management Skills
CS200X — Coordination Skills
FLDP203X — Field Practice
FLDW202X — Field Work Seminar

Growth and Development **ACT 100X**

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $40.00

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Start date:
September 6 to December 13/83

Activity Planning **ACT 104X**

Tuesdey, 1500-1700 hrs.
Nightingale Cempus
30 hours
Fee: $40.00

The goals, resources, assessment and implementation skills required in the conducting of effective activities will be studied in the context of appropriate activities. Topics will include: goal setting for individual clients, assesment of both human (residents, staff volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment Programs that will be examined will include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation Methods for promoting community integration will be considered.

Start dete:
September 9 to December 13/83

COMMUNITY SERVICES

Communicetions I **ENG 128X**

Tuesdey, 1700-1900 hrs.
Nightingale Cempus
30 hours
Fee: $40.00

Student will consider the role of the Activity Director within the health care system. They will practice the communication techniques required to function in an effective manner within the role.
The course content will include letters, reports, proposal and brochure writing as well as poster design. Instruction and practice in verbal and non-verbal communication, role play and public speaking as related to the role of the Activity Director will receive major emphasis.

Start dete:
September 6 to December 13/83

Use of Crafts and Hobbies I **ACT 105X**

Tuesday, 1500-1630 hrs.
Nightingale Campus
25 1/2 hrs.
Fee: $40.00

Students will practice a variety of crafts and hobby skills such as woodwork, metalwork, sewing, needle work, painting, ceramics, pottery and jewellery making in a workshop situation.

Stert detes:
Jenuery 10 to Mey 1/84

Working with the Handicapped **ACT 102X**

Tuesday, 1830-2000 hrs.
Nightingale Campus
25.5 hours
Fee: $40.00

Skills that are necessary for working with the handicapped will be studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches will form the basis of the course

Start date:
Jenuery 10 to Mey 1/84

Ambulation end Exercise **ACT 103X**

Tuesday, 2000-2130 hrs.
Nightingale Campus
25.5 hrs.
Fee: $40.00

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches.

Start dete:
Jenuery 10 to Mey 1/84

Field Practice I **FLDP 101X**

Monday to Friday
300 hours
Fee: $20.00

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities Students will be required to gain experience in both institutional end community agencies
A prerequisite for Field Practice II. Must be taken concurrently with Semester 2 courses but may be extended beyond that period.

Start dete:
September 6 to May 1/84

Field Work Seminer I **FLDW 101X**

Tuesdey, 1400-1500 hrs.
30 hrs.
Fee: $20.00

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements. To be taken concurrently with Field Practice I. The seminar will be offered in Semester 2.

Start dete:
September 6 to May 1/84

Introductory Psychology **PSY 169X**

Tuesday, 1630-1800 hrs.
Nightingale Campus
25.5 hours
Fee: $40.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology

Start dete:
January 10 to May 17/84

Community Resources ACT 101X

Thursdey, 1500-1700 hrs.
Nightingale Cempus
30 hours
Fee: $40.00

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions. Proposal writing will be practiced.

Start dete:
September 8 to December 15/83

Normalization end Remotivation **ACT 106X**

Thursday, 1630-1800 hrs.
Nightingale Campus
30 hours
Fee: $40.00

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Stert dete:
Jenuery 12 to April 19/84

Psycho-Social Needs **PSY114**

Tuesdey, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $40.00

This course will deal with social and emotional needs, especially as they relate to the aged and the handicapped. Topics will include societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Stert dete:
September 8 to December 15/83

Introductory Sociology **SOC 171X**

Thursday, 1630-1800 hrs.
Nightingele Cmepus
25.5 hours
Fee: $40.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
Jenuery 12 to Mey 3/84

Geriatric Impairments **GERI 100X**

Thursday, 1500-1630 hrs.
Nightingale Campus
30 hours
Fee: $40.00

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's disease, cerebral palsy, organic brain syndrome, cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis

Start date:
January 12 to May 1/84

Psycho-Geriatrics **PSY 205X**

Thursday, 1830-2000
Nightingale Campus
25.5 hours
Fee: $40.00

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included

Start dete:
January 12 to May 3/84

Program Development And Evaluation **PDE 200X**

Thursday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Though a study of survey techniques, program design and program assessment the student will gain competence in the development and implementation of meaningful programs.

Start date:
September 12 to December 19/83

Field Practice II **FLDP 102X**

Monday to Friday
300 hours
Fee: $20.00

A prerequisite for Field Practice III. Must be taken concurrently with Semester 4 courses but may be extended beyond that period
See Field Practice I for description.

Start dete:
September 6 to April 19/84

COMMUNITY SERVICES

Field Work
Seminar II **FLDW 102X**

Thursday, 1400-1500 hrs.
30 hours
Fee: $20.00

To be taken concurrently with Field Practice II. The Seminar will be offered in Semester 4
See Field Work Seminar I for description

Start date:
September 6 to April 19/84

Creative
Programming **ACT 207X**

Monday, 1900-2100 hrs.
Nightingale Campus
30 Hours
Fee: $45.00

This course introduces the student to the wide variety of therapeutic activities in the field of music, dance, drama and art that have been designed for the elderly and/or the handicapped

Start date:
September 12 to December 19/83

Special Purpose
Groups **ACT 209X**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $40.00

In this advanced level course, students will have the opportunity to explore in depth the organization, function and potential of special purpose groups A wide variety of group possibilities will be considered such as resident's councils, club for music, drama, or art, reality orientation groups and volunteer groups These skills can be utilized under professional supervision.

Start date:
September 12 to December 19/83

Group Process **ENG 223X**

Thursday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $45.00

This course provides theoretical and experiential understanding of group process and will improve the student's ability to work in groups as a facilitator

Start date:
September 8 to Decembar 15/83

Assessment Skills **ACT 208X**

Monday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The skills of assessment of individual physical and social and emotional needs and interests will be taught This will be followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practiced as a team member under professional supervision.

Start date:
January 9 to April 16/84

Organizational and
Management Skills **BUS 210X**

Monday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Students will gain the organizational and management skills essential to the operation of an efficient program department. Topics will include budgeting, supervision techniques, report, agenda, minutes and proposal writing as well as conducting meetings.

Start data:
January 9 to April 16/84

Co-ordination Skills **CS 200X**

Monday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $40.00

Through theory and practice students will acquire the coordinating skills that are helpful in utilizing resources and working with residents, other staff, volunteers and agencies. Topics will include: teaching techniques, resources utilization (audio-visual, educational and social), the recruitment training and direction of volunteers, supervision of field placement and agency liaison.

Start data:
January 19 to April 16/84

Field Practice **FLDP 203X**

Monday to Friday
300 hours
Faa: $20.00

See FLDP 900 for description.

Start date:
Septambar 12 to April 16/84

Field Work
Saminar III **FLDW 203X**

Monday
30 hours
Fee: $20.00

To be taken concurrently with Field Practice III.

Start data:
September 12 to April 16/84

Foster Parent Certificate
Program — Part-Time

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care E.G. withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, Donna Bovenizer.

Note: It is recommended that applications be received by the community Services Division before July 31. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

The following courses must be completed in order to obtain the certificate
FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Human Growth
& Development **FPP 900**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

In order to be effective as a helping agent in relationships with children the foster parent must appreciate the child's world. Comprehension of Human Growth and Development is the necessary basis from which to understand our interaction with children. The purpose of this course is to explore the growth of personality. The primary focus will be on the developmental stages of childhood and adolescence.

Start date:
September 27 to November 29/83

Child
Management I **FPP 901**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bedwetting, aggression and withdrawal. The material for the course will be drawn largely from the experience of the participating foster parents.

Start date:
January 17 to March 20/84

Child
Management II **FPP 902**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

Prerequisite: Child Management I or equivalent.
This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies

Start date:
January 19 to March 22/84

COMMUNITY SERVICES

Foster Parant and
the Community **FPP 903**

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $30.00

This course will explore the role of the foster parent as it relates to the child, natural family, employing agency and to other community services.

Start date:
September 29 to December 1/83

Evaluation of
Fostering Skills **FPP 904**

Monday to Friday
500 hrs.
Fee: $15.00

An evaluation of each student's fostering skills will be required in the second year of the program Evaluation forms will be provided by the program coordinator.

Start date:
September 26 to April 6/84

Health Care Aide Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:

Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English
A personal interview
Length of Program — 480 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212,
M. Gaffney

The following courses must be completed in order to obtain the certificate
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communications **CARE 900**

Monday, 1000-1400 hrs. or
1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and hon-verbal communication along with the effective use of English are emphasized.

Start dates:
September 19 to November 21/83
January 9 to March 12/84
March 26 to May 28/84

Biological
Neads **CARE 901**

Tuesday, 1000-1400 hrs. or
1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Start dates:
September 20 to Novamber 22/83
January 10 to March 13/84
March 27 to May 29/84

Social and Emotional
Needs **CARE 903**

Wednesday, 1000-1400 hrs. or
1800-2200 hrs.
Nightingale Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Start dates:
September 21 to Novamber 23/83
January 11 to March 14/84
March 28 to May 30/84

Clinical 1 **CARE 908**

Wednasday, 1800-2200 hrs.
Thursday, 1000-1400 hrs.
Nightingale Campus
80 hours
Faa: $90.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities

Start dates:
Sapt. 20 or 21 to Nov. 23 or 24/83
Jan. 11 or 12 to Mar. 14 or 15/84
Mar. 28 or 29 to May 30 or 31/84

Clinical 2 **CARE 909**

Thursday, 1800-2200 hrs.
Friday, 1000-1400 hrs.
Nightingale Campus
40 hours
Fee: $45.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Start dates:
Sapt. 22 or 23 to Nov. 24 or 25/83
Jan. 12 or 13 to Mar. 15 or 16/83
Mar. 29 or 30 to May 31 or Ju. 1/84

Clinical 3 **CARE 910**

Monday to Friday
240 hours
Fee: $30.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Start dates:
September 1 to Dacembar 31/83
January 1 to March 31/84
April 1 to Juna 30/84
July 1 to August 31/84

Educational Assistant
Diploma Program

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.

Applications and information may be obtained from the Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, Donna Bovenizer.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 1700-2030 hours.
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child
Development **EA 900**

Tuesday, 1700-1830 hrs.
Nightingale Cmapus
22.5 hours
Fee: $33.00

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanisitc viewpoint.

Start date:
September 6 to Decembar 13/83

The School and
Community **EA 901**

Tuesday, 1900-2030 hrs.
Nightingale Campus
22.5 hours
Fee: $33.00

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The course will also examine the Ontario education system and relevant legislation.

Start date:
September 6 to Decembar 13/83

Language and
Listening Skills **EA 902**

Tuesday, 1700-1830 hrs.
Nightingale Campus
22.5 hours
Fee: $33.00

This course will examine the basic stages of language development and emphasis the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Start date:
January 10 to April 17/84

Program Skills **EA 903**

Tuesday, 1900-2030 hrs.
Nightingale Campus
22.5 hours
Fee: $33.00

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children

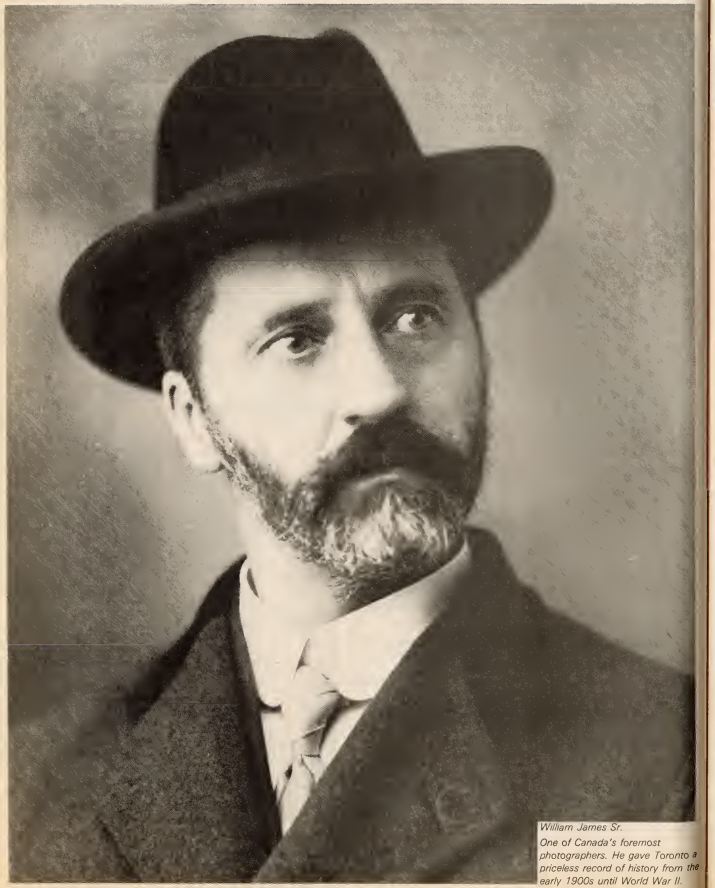
Start data:
January 10 to April 17/84

Classroom Practice **EA 904**

Monday to Friday
500 hrs.
Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the coordinator.

Start dates:
September 6 to December 16/83
January 9 to April 20/84



William James Sr.
One of Canada's foremost photographers. He gave Toronto a priceless record of history from the early 1900s until World War II.

Electro-Mechanical

General Machine Shop (Upgrading) **MACH 906A**

Monday and Wednesday
1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course is designed specifically for those interested in upgrading their machine shop skills. Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and griding

Start dates:
October 3 to January 30, 1984
February 13 to May 30/84

General Machine Shop (Pre-Job) **MACH 906B**

Tuesday and Thursday,
1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This basic introductory course is designed specifically for those people with no machine shop experience and proceeds at a slower pace than MACH 906A
Instruction, lectures and assignments are given in benchwork, drilling, sawing, lathe turning, milling and grinding

Start date:
October 4 to February 2/84

Lathework **MACH 541X**

Monday and Wednesday
1800-2100 hrs.
Casa Loma Campus
90 hours
Fee: $95.00

This course is designed specifically for those people interested in gaining manual lathe skills.
Instruction, lectures and assignments are given in parallel, angular and taper turning, threading, boring, drilling and tapping.

Start Date:
October 3 to January 30/84

Fluid Power **MECH 900**

Saturday, 0900-1500 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

This course is designed specifically for Mechanical Tradesmen who have grade 12 Mathematics.
Instruction, demonstrations, lectures and assignments are given in industrial hydraulics and pneumatics applications and circuitry

Start dates:
October 8 to November 12/83
January 14 to February 11/84
March 24 to April 28/84

Mechanical Maintenance (Part III) **MILL 900C**

Monday and Tuesday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed specifically for those interested in the Advanced Millwright Apprentice program.
Instruction, lectures, demonstrations and assignments are given in the following:
Basic optical alignment, two plane balancing, basic hydraulic circuitry, design, components, pumps, valves, cylinders, pneumatics, gas laws, compressors, installation and maintenance. Practical work includes machine tool operating, pneumatic and hydraulic test panel, set-ups and optical assignments
This course is a good review for those writing their C of Q. examinations

Start date:
March 12 to May 28/84

Millwright Trade Enrichment **MILL 901**

Thursday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Knowledge of the Millwright Trade.
This course is designed specifically for uncertified Tradesmen who wish to learn formal Millwright theory and applications.
Instruction and lectures are given on the following:
Hand tools, measurement, (internal, external and angular), layout, chisels, drills and reamers, thread cutting, levelling, fasteners, basic metallurgy, couplings and alignment, bearings, chains and pulley drives, pumps, lathes, drilling and milling machines.

Start date:
October 6 to March 8/84

CNC Computer Numerical Control **NC 900**

Monday, 1800-21oo hrs.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed specifically for those people with a machining and grade 12 Mathematics background
This is a practical hands-on approach to programming, tape preparation, machine set-up and operation. Considerable process planning is also involved.

Start date:
October 3 to January 23/84

Mechanical Maintenance (Part 1) **MILL 900A**

Monday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed specifically for those interested in the Basic Millwright Apprentice program. Instruction, lectures, demonstrations and assignments are given in measuring, drilling, lathe turning, milling, rigging, levelling and basic metallurgy.

Start date:
October 3 to March 5/84

Mechanical Maintenance (Part II) **MILL 900B**

Tuesday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: MILL 900A
This course is designed specifically for those interested in the Intermediate Millwright Apprentice program.
Instruction, lectures, demonstrations and assignments are given in the following:
Gear types, terminology, speed calculations, simple and compound gear trains, couplings, selection and alignment, clutches, types, application and over-riding limits, balancing, single plane and vibration, vee belts, belt drives and chain drives, plain and anti-friction bearing, identification, installation, fits and clearances.
Shop assignments include machine tool operation, and fitting bearings and aligning couplings.

Start date:
October 4 to March 6/84

Numerical Control (APT Computer Programming) **MACH 905**

Saturday, 0900-1500 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: NC 900 or previous part programming experience.
This advanced Numerical Control is designed specifically for those people who have considerable manual programming experience.
Instruction and hands-on assignments are given in basic computer programming such as tool statements, geometry, motion, index's, macros and loops.

Start date:
Octobar 1 to Decembar 10/83

Precision Alignmant of Machanical Drives **MECH 901**

Tuesday, 1800-2100 hrs.
Casa Loma Campus
24 hours
Fee: $29.00

Prerequisite: General Millwright Trade Interest.
This course is designed specifically for those with a general Millwright interest. Instruction, lectures and assignments are given on couplings, drives, belts and chain alignments.

Start data:
November 8 to January 17/84

CAD/CAM—Computer Aided Design Computer Aidad Manufacturing **MACH 909**

Saturdays
0900-1500 hrs.
Casa Loma Campus
30 hrs.
Fee: $295.00

This low enrolment course is designed specifically for those people who have Numerical Control Computer programming background. Instruction, demonstrations and lectures are given in all basic aspects of CAD and CAM. The student will develop his own level of competency through the hands-on approach.

Start dates:
Octobar 1 to November 5/83
November 12 to Dacambar 10/83
January 7 to February 4/84
February 11 to March 10/84
March 17 to April 14/84

Welding I **WELD 900**

Monday (Fall)
Monday and Wednesday (Spring)
1850-2150 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start dates:
September 26 to February 27/84
March 19 to May 28/84

ELECTRO-MECHANICAL

Welding II **WELD 901**

Wednesday (Fall)
Monday and Wednesday (Spring)
1850-2150 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: WELD 900 or equivalent experience
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start dates:
September 28 to Febaury 22/84
March 19 to May 28/84

Welding III **WELD 907**

Thursday (Fall)
Monday and Wadnesday (Spring)
1850-2150 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings, electrode operating characteristics, control of weld faults, set-up and adjustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints Cellulose and low hydrogen electrodes will be used.

Start dates:
September 29 to March 22/84
March 19 to May 28/84

Waldlng
Pre-Certification
(M.C.C.R.) **WELD 903**

Monday (Fell)
Tuasday end Thursday (Spring)
1850-2140 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Metariels $145.00

Prerequisie: WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators; codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from butt welds in all positions.
Nota: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start dates:
Septamber 26 to Febraury 27/84
March 30 to May 24/84

Welding—Pipe—Uphill
(S.M.A.W.) **WELD 904**

Tuesday, 1850-2150 hrs.
Case Loma Campus
60 hours
Fee: $65.00
Matariels: $235.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, and WELD 903; or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate. A pre-entry interview is required.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators; codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.
Nota: At the termination of this course, a practical test for M.C.C.R. certfication may be arranged. An additional nominal fee is involved.

Start date:
Septamber 27 to Merch 20/84

Welding—Pipe—Uphill
(GTAW/SMAW) **WELD 906**

Monday and Wadnesday
1850-2150 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Matariels: $285.00

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe; recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTAW equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course a practical test of M.C.C.R. certfication may be arranged. An additional nominal fee is involved.

Start date:
March 19 to May 28/84

Welding Ornamantal
Metalwork **WELD 909**

Tuasday and Thursday
1850-2150 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start detas:
September 27 to Decembar 1/83
March 20 to May 24/84

Welding Aluminium and
Stainless Steel
(GTAW/GMAW) **WELD 910**

Tuesday and Thursday
1850-2150 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flow-meters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.
Nota: This course does not include the welding of pipe.

Start date:
March 20 to May 24/84

Non-destructive Testing

The following Non-destructive Testing courses will be offered in cooperation with the Canadian Society for Non-destructive testing.

(1) Classes normally operate between 6:30 p.m. and 9:30 p.m.
(2) Test 901—Eddy Current Testing I will be offered on Monday evening if there is sufficient demand.
If additional information is required, contact:
Mr. G. Betts—967-1212,
Mr. N. Godin c/o Foster Wheeler Ltd.
P.O. Box 3007, St. Catharines, Ont., L2R 7B7
Telephone—(416) 688-5192

Ultrasonic
Testing 1 **TEST 900**

Thursday, 1850-2150 hrs.
Case Loma Campus
42 hours
Fee: $200.00

This is a basic course in ultrasonic testing which will be of particular interest to persons preparing to write the junior level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind ultrasonic testing.
Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration
Testbook, general dynamics manual, CT-6-4 "ultrasonic testing".

Start dates:
Septembar 8 to Decamber 8/83
February 9 to May 10/84

ELECTRO-MECHANICAL

Eddy Current
Testing I **TEST 901**

Mondays
Casa Loma Campus

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing.

Start data:
1983

Ultrasonic Testing II **TEST 902**

Thursday, 1850-2150 hrs.
Casa Loma Campus
42 hours
Fee: $200.00

Prerequisite: Ultrasonic Testing I or Certification by the Canadian Government Specification Board at the Junior Level in Ultrasonics or equivalent experience satisfactory to the instructor. This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing"

Start dates:
Septamber 8 to Dacembar 8/83
February 9 to May 10/84

Industrial
Radiography I **TEST 903**

Wednesday, 1850-2150 hrs.
Casa Loma Campus
48 hours
Fee: $250.00

This is a course directed to the radiographer who is preparing to write the junior Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Course Content: Introduction to electromagnetic spectrum, velocity, frequency and wave length, of light; generation of x-rays and gamma rays; mathematics of radiography—inverse square law, law of reciprocity; radiographic sensitivity—definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry, exposure charts; darkroom procedures and processing of film; records and standards; radiation protection—federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Textbook: General dynamics manual CT-0-6 "Radiographic Testing".

Start dates:
September 7 to Decamber 21/83
February 8 to May 23/84

Industrial
Radiography II **TEST 904**

Wednesday, 1850-2150 hrs.
Case Loma Campus
48 hours
Fee: $250.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes, records and regulations.
Testbook: General Dynamics CT-6-6 "Radiographic Testing".

Start dates:
Septamber 7 to Dacembar 21/83
Febraury 8 to May 23/84

Liquid Panatrant &
Magnatic Particle
(LPI/MPI) **TEST 907**

Tuasday, 1850-2150
Casa Loma Campus
48 hours
Fee: $250.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Course Content: Liquid Penetrant—N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indication.
Course Content: Magnetic particle inspection—principles of magnets and magnetic fields, magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.
Testbook: General dynamics manuals CT-6-3 "Liquid Penetrant Testing", and CT-6-3 "Magnetic Particles Testing".

Start datas:
September 6 to Decamber 20/83
Febraury to May 22/84

Electrical Apprentice
Raview **EL 900**

Monday and Wadnesday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training

Start dates:
October 3 to Dacembar 7/83
January 16 to March 21/84
April 2 to June 6/84

Estimating for the
Electrical Trada **EL 901**

Monday and Wednesday
1830-2130 hrs.
Casa Loma Campus
60 hours
Faa: $65.00
Materials: $5.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; takeoff procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable pulls; pull boxes; labour cost variables; non-productive labour, incidental and direct job cost; electric heating loads

Start data:
October 3 to Decembar 7/83

Hydro-Electric Power
Commission Regulations
(Master Electrician) **EL 902**

Tuesday and Thursday
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: At least fifth term apprentices, or journeymen
Use of code book; application of regulations and tables, electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Oualification and Master Education.

Start dates:
October 4 to Decembar 8/83
Febraury 6 to April 12/84

Electrical Drafting (Basic)
A.T.E.C. Program **EL 903**

Tuesdey, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $10.00

Course Content: Lettering, use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagram; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Start data:
October 4 to Febraury 21/84

ELECTRO-MECHANICAL

Electrical Fundamentals—ATEC EL 905

Monday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materiels: $10.00

Prerequisite: MATH 100.
Basic electrical concepts; simple D.C. circuits, power magnetism, electromagnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits

Start date:
October 3 to Februery 20/84

Electrical Construction and Maintenance I EL 907

Monday and Wednesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materiels: $5.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction; three-wire distribution; Hydro electric Power Commission Regulations.

Start dates:
October 3 to December 7/83
Jenuery 30 to April 4/84

Electrical Construction and Maintenance II EL 908

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materiels: $5.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Start dates:
Octobar 4 to Dacember 8/83
February 6 to April 12/84

Electrical Construction and Maintenance III EL 909

Tuesday and Thursday, 1830-2130 hrs.
Case Loma Campus
60 hours
Fee: $65.00
Materiels: $5.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations.

October 4 to December 8/83
Febreery 6 to April 12/84

Industrial Electronic Controls (Part I) EL 910

Tuesday end Thursday, 1830-2130 hrs.
Casa Loma Campus
72 hours
Fee: $77.00
Materials: $8.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Characteristics, operation and basic applications of semiconductor diodes, zener diodes, bpolar transistors, transistor biasing, phototransistors, field effect transistors, MOS FET-transistors, unijunction transistors, thyristors and thermistors Theory and shop.

Start date:
Septamber 13 to December 1/83

Industriel Electronic Controls (Part II) EL 911

Tuesdey and Thursday, 1830-2130 hrs.
Cesa Loma Campus
72 hours
Fee: $77.00
Materiels: $8.00

Prerequisite: EL 910 or equivalent. A good knowledge of Algebra is required.
Course deals in more depth with devices discussed in EL 910 utilizing a combination of devices in more complete circuits.
Course Content: Calculations of circuit components and selection of solid state devices, using data sheets for circuits such as: filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlington amplifiers, differential amplifiers, operational amplifiers, unijunction transistors and thyristors. Theory and shop.

Start dete:
January 31 to April 19/84

Industrial Electronic Controls (Part III) EL 912

Monday and Wednesday, 1830-2130 hrs.
Cese Loma Cempus
60 hours
Fee: $65.00
Materiels: $5.00

Prerequisite: EL 911
Course Content: Introduction to digital techniques, number systems, semiconductor devices for digital circuits, operation and applications of basic logic gates bulean algebra, digital integrated circuits, operation and applications of flip flops, counters, timing circuits, shift registers, decoders and encoders. Theory and shop.

Start date:
Septamber 12 to November 16/83

Industrial Electronic Part IV EL 913

Monday and Wednesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $5.00

Prerequisite: EL 912 or equivalent. Advanced digital circuit and applications in industrial control systems. Introduction to micro processors and basic micro processor programming. Introduction to programmable of programmable controllers Theory and shop.

Start dete:
January 30 to April 4/84

Electrical Pre Exem EL 950

Monday end Wednasday 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materiels: $5.00

Prerequisite: Designed for journeymen who are seeking inter-provincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area

Start dates:
October 3 to Decamber 7/83
January 16 to March 21/84
April 2 to June 6/84

Electrical Auxilliary System EL 951

Tuesday and Thursday, 1830-2130 hrs.
Cesa Loma Campus
60 hours
Fee: $100.00
Supplies: $35.00

Prerequisite: Designed for those Provisional journeymen who are referred from the Ministry.
Theory, operation and control of D.C. and A.C. equipment with respect to motors, transformers, fire alarms, and heating systems.

Start date:
October 4 to Decambar 8/83

Electrical Blueprint Reading ELDR 612X

Monday end Wednesdey, 1830-2130 hrs.
Case Lome Campus
60 hours
Fee: $65.00
Materials: $15.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start date:
October 3 to Dacamber 7/83

ELECTRO-MECHANICAL

Electronic Fundamentels (Part I) ELTC 900

Monday and Wednesdey 1900-2200 hrs.
St. James Cempus
60 hours
Fee: $60.00
Materials: $20.00
Laboretory fee: $20.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source, vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Start dete:
October 3 to Decembar 7/83

Electronic Fundamentels (Part II) ELTC 901

Tuesday and Thursdey, 1900-2200 hrs.
St. James Cempus
60 hours
Fee $60.00
Materiels: $20.00
Laboratory fee: $20.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; basic power supplies, electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semi-conductors, diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers coupling methods, power amplifiers, transistor oscillators; FET, UJT semi-conductors data sheets.

Octobar 4 to Decembar 8/83

Electronic Fundamentals (Part III) Radio ELTC 902

Thursday, 1900-2200 hrs.
St. James Cempus
60 hours
Fee: $60.00
Materiels: $20.00
Laboratory fee: $20.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits.

Start data:
Octobar 6 to March 1/84

Cebie Television Practice (Besic) ELTC 913A

Mondey, 1900-2200 hrs.
St. James Cempus
60 hours
Fee: $60.00
Materials: $20.00

Prerequisite: Recommendation of the employer.
Introduction to T.V. sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction; clearance, safety, handling splices, tap off, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start dete:
Jenuary 9 to May 21/84

Video Tape Recorders Theory and Maintenence ELTC 912

Wednesdey, 1900-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meterials: $10.00

Prerequisite: Fundamental knowledge of TV theory.
Theory of VTR (Video Cassette Recording) and VCR (Video Cassette Recording) formats and principles. Signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; white clipper; limited; D-C restoration; servo-operations; colour signal recording principals; magnetic tape characteristics; time base correction, editing and time-code recording applications; Eng (Electronic news gathering) applications; test and evaluation methods, digital recording.

Start date:
Octobar 5 to March 2/84

Cable Television Practice (Advanced) ELTC 9138

Wednesday, 1900-2200 hrs.
St. James Cempus
60 hours
Fee: $60.00
Meterials: $20.00

Prerequisite: Recommendation of employer.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends, bi-directional CATV systems, computer applications in CATV, radiation problems and testing, microwave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming

Start dete:
January 11 to Mey 23/84

Electronic Musical Instruments Service ELTC 919

Tuesdey, 1900-2200 hrs.
St. James Cempus
60 hours
Fee: $60.00
Materiels: $20.00
Laboretory fee: $20.00

Prerequisite: A basic knowledge of electricity and electronics.
Course Content: Review of sound physics and acoustics; harmonic distortion—amplitude vs frequency distortion; Waveform analysis P complex waves, sine waves, square wave, saw tooth, odd harmonics vs even, etc. musical frequencies, natural vs tempered scale, sine wave harmonic synthesis P corroborative mutation effects; synthesizer—block diagrams, organ tone generators, keyed oscillators, master oscillator P frequency divider, keying and switching principles; timbre or tone forming principles; filters—active vs passive filters; percussion definition—sologating percussion—touch-response percussion; neon gating and switching; vibrato and tremolo principles; power supplies—regulation—power amplifiers, installation considerations; entertainment organ design.

Start date:
October, 1983

Fibre Optics in Communications ELTC 924

Tuesday, 1830-2130
St. James Cempus
30 hours
Fee: $30.00
Materials: $25.00

The optical fibre, types of fibre, types of cables, propogation through fibres mode studies within fibres, numerical aperture, attenuation, bandwith: joining fibres, cleaving, polishing and cut end, couplers and connectors, splicing fibres: optical time domain reflectometer: electrical optical sources, Led and Lased diodes, coupling, power output, frequency charactenstics: photo detectors, types, advantages, applications, coupling: system and circuit considerations

Start dates:
Octobar 4 to Decembar 6/83
January 10 to Merch 13/84

ELECTRO-MECHANICAL

Digital & Microprocessor Techniques

The ELECTRO-MECHANICAL DIVISION is offering a part time Certificate Program in DIGITAL & MICROPROCESSOR TECHNIQUES.

This program comprises of six (6) compulsory courses and three (3) elective courses. The program is designed for those who wish to obtain a working knowledge of microprocessors. It will be of particular interest to Electronic Technicians. However, anyone holding a Secondary School Diploma with Grade XII Math and English (or equivalent) with a background of basic electronics and transistors will be able to register.

Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other Institutions. For students proceeding to a Certificate, the College grading system will apply.

TOTAL NUMBER OF COURSES:
6 COMPULSORY; 3 ELECTIVE

COMPULSORY COURSES
ELTC925
Digital Principles.
ELTC926
Digital Principles Advanced.
ELTC927
Troubleshooting Digital Circuits.
ELTC928
Introduction to Microprocessors and Microcomputers.
ELTC929
Principles of Microcomputer Interfacing
ELTC930
Troubleshooting Microprocessor based systems.

ELECTIVE COURSES
ELTC931
Interfacing Techniques Advanced.
ELTC932
Microcomputer Systems Software.
ELTC933
Microcomputers in the Analogue World
ELTC934
Microcomputers and Process Control
ELTC935
Microcomputers in Industrial Control.
EELTC936
Microcomputers and Data Communication.

The electives will be offered at the discretion of the Electronics Department.

Digitial Principles ELTC 925
Compulsory

Monday (Fall)
Tuesday (Winter)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Matarial Faa: $25.00

Prerequisite: Basic Electronics and Transitor Theory.
Course Content: Binary systems, binary codes; gates; flip flops; counters; serial and parallel registers; encoders; decoders. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 906; ELTC 920.

Start dates:
Octobar 10/83
January 10/84

Digital Principles
(Advanced) ELTC 926
Compulsory

Tuesday (Fall)
Wednesday (Wintar)
1830-2130 hrs.
St. James Campus
30 hours
Faa: $30.00
Matarial Faa: $25.00

Prerequisite: Digital Principles ELTC 925.
Course Content: Wired or; open collector and tri state logic; multiplexing; demultiplexing; digital comparators; adders; memory circuits; MSI & LSI; programmeable logic and gate arrays. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 920

Start dates:
Octobar 11/83
January 11/84

Troubleshooting Digital
Circuits ELTC 927
Compulsory

Tuesday (Wintar)
1830-2130 hrs.
St. James Campus
30 hours
Faa: $30.00
Matarial Faa: $25.00

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926 or Concurrent with ELTC926.
Course Content: Manufacturers specifications for TTL, CMOS, ECL. use of logic probe; current probe; oscilloscope; storage scope; theory will be reinforced by practical laboratory experiments; practical troubleshooting exercises on digital systems that include all levels of integrated circuits.
Equivalent: None

Start data:
January 10/84

Introduction to Microprocessors
and Microcomputers ELTC 928
Compulsory

Wednesday (Fall)
Tuesday (Wintar)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Fee: $25.00

Prerequisite: Digital Principles ELTC925 and Digital Principles (Advanced) ELTC926.
Course Content: Microprocessor architecture: machine language programming, instruction sets; addressing modes; I/O programming; based on the MC6800 MPU. An optional lab fee deposit of $150.00 will remit the student home use of the MPU trainer for the duration of the course; of which $125.00 is refundable if the trainer is returned in working order. Theory will be reinforced by practical laboratory experiments
Equivalent: ELTC 906A; ELTC 917; ELTC 921; Certification Programme.

Start dates:
Octobar 12/83
January 10/84
March 28/84

Somathing Naw!

Principles of Microcomputar
Interfacing ELTC 929
Compulsory

Wednesday (Fall)
Thursday (Wintar)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Faa: $25.00

Prerequisite: Introduction to Microprocessors/Microcomputers ELTC928.
Course Content: Components of an interface; tasks of an interface; programmed I/O; principles of programme interrupt; display multiplexing; keyboard scanning; writing a simple monitor programme; serial interfaces; uarts. Theory will be reinforced by practical laboratory experiments.
Equivalent: ELTC 918

Start datas:
Octobar 12/83
January 12/84

Troublashooting Microprocessor
Based Systams ELTC 930
Compulsory

Day to ba Announced
1830-2130
St. James Campus
30 hours
Fee: $30.00
Matarial Faa: $25.00

Prerequisite: Trouble Shooting Digital Circuits ELTC927; Principles of Microcomputer Interfacing ELTC929.
Course Content: Static testing techniques with the processor halted; dynamic testing techniques with processor running; in circuit emulation; logic analyzers; signature analysis. Practical trouble shooting exercises on existing microcomputers.
Equivalents: None

Start data:
To 8a Announcad.

Interfacing Techniqas
(Advancad) ELTC 931
Optional

Wadnasday (WIntar)
1830-2130 hrs.
St. James Campus
30 hours
Fee: $30.00
Material Faa: $25.00

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Interfacing for video terminals; interfacing for cassette tape, floppy disks, and printers; interface standards; concepts of multi processing. Theory will be reinforced by practical laboratory experiments.
Equivalents: None

Start date:
January 11/84

ELECTRO-MECHANICAL

Microcomputer Systams Soft-
wara ELTC 932
Optional

Monday (Wintar)
1830-2130 hrs.
St. Jamas Campus
30 hours
Fee: $30.00
Material Faa: $25.00

Prerequisite: Introduction to Microprocessors/Microcomputers ELTC928.
Course Content: Components of a computer system; assembly language programming techniques; use of assembler/cross assembler; programme and system debugging techniques; high level language programming techniques. Theory will be reinforced by practical laboratory experiments
Equivalents: None

Start data:
January 9/84

Microcomputars in tha
Analogua World ELTC 933
Optional

Thursday (Fall)
1830-2130 hrs.
St. Jamas Campus
30 hours
Fee: $30.00
Matarial Faa: $25.00

Prerequisite: Principles of Microcomputer Interfacing ELTC929.
Course Content: Analogue to digital conversion techniques: principles of data acquisition; use of the microcomputer for data logging and analysis; intelligent plotters.
Equivalents: ELTC 923

Start data:
Octobar 13/83

Microcomputars and
Procass Control ELTC 934
Optional

Day to ba Announcad
1830-2130 hrs.
St. Jamas Campus
30 hours
Fee: $30.00
Matarial Faa: $25.00

Prerequisite: Microcomputers in the Analogue World ELTC 933.
Course Content: Feedback control principles; on/off; proportional; proportional plus reset; proportional plus rate; programmeable controllers; transducers.
Theory will be reinforced by practical laboratory experiments
Equivalent: None

Start data:
To Ba Announcad.

Microcomputers in Industrial
Control ELTC 935
Optional

Day: To ba Announcad
1830-2130 hrs.
St. Jamas Campus
30 hours
Fea: $30.00
Matarial Faa: $25.00

Prerequisite: Microcomputers in the Analogue World ELTC933.
Course Content: Programmable controllers; servomechanisms; motor controls; photoelectric controls; principles of numerical control; robotics.
Theory will be reinforced by practical laboratory experiments.
Equivalents: None

Start date:
To Ba Announced.

Microcomputars and Data
Communication ELTC936
Optional

Wadnasday (Spring)
1830-2130 hrs.
St. Jamas Campus
30 hours
Faa: $30.00
Matarial Faa: $25.00

Prerequisite: Principles of Microcomputer Interfacing ELTC929
Course Content: Principles of data communication; base band system principles; digital modulation ASK; FSK; and PSK, error control coding; local area network service (LANS)
Equivalents: None

Start data:
March 28/84

Hearing Consarvation
in Industry IHS 900

Tuasday, 1900-2230 hrs.
St. Jamas Campus
30 hours
Faa: $75.00

The course is intended for safety personnel in industry, occupational health nurses and supervisors of health and safety programs
Course Content: Lectures and practical laboratory work will provide a knowledge of the concepts of hearing conservation, and understanding of the physical measurement of sound, and the ability to undertake audiometric screening The ethical and legal consideration surrounding audiometry will be covered, as well as record-keeping techniques. Special lectures from industry and government will give presentations

Start data:
Septembar, 1983

Ernest Hemingway (1899 - 1961) He won the 1954 Nobel Prize for literature. His style was to influence a generation of writers.

ENGLISH AND LIBERAL STUDIES

English and Liberal Studies

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship. Vocational training and two-year diploma programs offered at Colleges of Applied arts and Technology.

Pre-Upgrading ENG 930

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 4 or equivalent. For student who does not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Start dates:
September 13 to January 10/84
January 17 to May 8/84

English Upgrading 8 ENG 906

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start datas:
Septembar 13 to January 10/84
January 17 to May 8/84

English Upgrading 9 ENGL 907

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Start datas:
Septembar 13 to January 10/84
January 17 to May 8/84

English Upgrading 10 ENG 908

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: ENG 907 or equivalent.
Course Content: Bnef review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Start dates:
September 13 to January 10/84
January 17 to May 8/84

English Upgrading 11 ENG 909

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the english language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Start dates:
September 12 to November 16/83
January 16 to March 22/84

English Upgrading 12 ENG 910

Monday and Wadnesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates:
September 12 to Novamber 16/83
January 16 to March 22/84

Language and Communication I ELS 160

Tuesday 1600-1900 hrs.
Casa Loma or
St. James Campus
42 hours
Fee: $50.00

Course Content: This course is restricted to post-secondary students enrolled at George Brown College. ELS 160 is intended as a make-up course for students who do not obtain a passing grade in English 141, English 101, English 126, English 142, English 144, and will satisfy program requirements for most first semester post-secondary language and communication courses.
Emphasis is on clear, concise technical and business writing with minimal grammatical and usage errors. The use of headings, numbering systems and spacing information "packages" will be emphasized in a variety of technical and business writing assignmens

Start date:
January 17 to April 14/84

Academic Upgrading/ College Preparatory

For Mathematics and Science Upgrading courses see the Math & Science section.

Mathematics Upgrading 8	MATH 906
Mathematics Upgrading 9	MATH 907
Mathematics Upgrading 10	MATH 908
Mathematics Upgrading 11	MATH 909
Mathematics Upgrading 12	MATH 910
Biology	BIO 900
Chemistry	CHEM 900

Pre-Technical Program

For English and Liberal Studies courses in the Pre-Health program see the Mathematics and Science section.

Pre-Health Program

For English and Liberal Studies courses in the Pre-Health program see the Mathematics and Science section.

Business Communications

Business Communication ELS 903

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: Grade 12 or equivalent
This course is for Certified General Accountancy candidates and any other interested students who require a business communications course. It will include the planning and preparation of business reports, both formal and informal; the effective presentation of financial information. Students will be taught to write correspondence that is clear, concise and emphatic. Business correspondence to be stressed includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales public relations and social business — will also be covered

Start dates:
September 14 to Decamber 14/83
January 11 to April 11/84
April 25 to July 25/84

English and the Business World ENG 201X

Tuesday
1800-2100 hrs.
St. James Campus
42 hours
Fee: $47.00

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail. English 201X is one of the electives offered in the part-time programs of Accounting, and Business Management. It is a compulsory course for The Secretarial Practice Program.

Start dates
September 13 to Decamber 13/83
January 24 to April 24/84

Counselling

Having trouble deciding which course or program is right for you? Talk to one of our helpful counsellors. See pga 4

ENGLISH AND LIBERAL STUDIES

Spaaking with Confidenca **ELS 809**

Wednesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $60.00

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life.
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
Class by class, you will see yourself improving, on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech; to increase your acting ability through playing a role in a mock murder trail.
Be one who says yes to life and leadership through Speaking with Confidence.

Start dates:
September 28 to Novamber 30/83
January 25 to March 28/84

Creative Writing

Writing for Clarity and Impact **ELS 901**

Wednesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $45.00

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. The instructor is a freelance writer living and working in Toronto.

Start dates:
September 28 to November 30/83
January 25 to Merch 28/84

Writing For Fun and Profit **ENG 919**

Thursday, 1900-2200 hrs.
St. James Campus
36 hours
Fea: $55.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.) fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.
This course does not guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer and former editor of the Globe and Mail.

Start dates:
September 29 to December 15/83
January 26 to April 12/84

English as Second Language

Laarning to Read and Write in English (For Baginners) **LT 921**

Mondey and Wednesday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $75.00

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Registration:
September 12-15
Januery 9-12
May 14-17

Start dates:
September 26 to December 21/83
January 23 to April 16/84
Mey 28 to August 27/84

Pre-Intarmediate English **LT 813**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $75.00

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Registration:
September 12-15
January 9-12
May 14-17

Start dates:
Sept. 26, 27 to Dec. 21 or 20/83
Jan. 23 or 24 to April 16 or 17/84
May 28 or 29 to Aug. 27 or 21/84

Intermadiate English **LT 812**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
Collega Campus
50 hours
Fea: $75.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate Course will qualify for the Advanced Course in English offered at College Campus

Registration:
2 weeks before stert dates

Start dates:
Sept. 26 or 27 to Dec. 20,21/83
Jen. 23,24 to Apr. 16 or 17/84
May 28, 29 to Aug. 27 or 21/84

Advanced English for E.S.L. **LT 803**

Monday and Wednesday
or Tuesday and Thursday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Registration:
September 12-15
January 9-12
May 14-17

Start dates:
Sept. 26, 27 to Dec. 20,21/83
Jan. 23, 24 to April 16 or 17/84
May 28, 29 to Aug 27 or 21/84

Advanced Conversational English for New Canadians (Advanced) **LT 818**

Monday and Wednesday
1900-2100 hrs.
College Campus
40 hours
Fee: $65.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar, therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Start dates:
September 26 to December 5/83
Januery 23 to Merch 28/84
May 28 to August 8/84

ENGLISH AND LIBERAL STUDIES

Writing For Advanced Students of English As A Second Language **LT 819**

Monday 1900-2130 hrs.
College Campus
25 hours
Fee: $45.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Registration: 2 weeks before start dates:

Start dates:
September 26 to Decamber 5/83
January 23 to March 26/84
May 28 to August 13/84

Language Test Preparation **LT 916**

Monday and Wednesday
Collega Campus
50 hours
Fee: $55.00

This course is designed for intermediate and advanced students of English As A Second Language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Registration:
September 12-15
Januery 9-12
May 14-17

Start dates:
September 26 to December 21/83
January 23 to April 16/84
May 28 to August 27/84

English Pronunciation Part 1 **LT 917**

Tuesday, 1900-2100 hrs.
College Campus
20 hours
Fee: $25.00

This course is designed for students of English As A Second Language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammer

Registration:
September 12-15
Januery 9-12
May 14-17
Start dates:
September 27 to November 29/83
January 24 to March 27/84
May 29 to July 31/84

English Pronunciation Part 2 **LT 919**

Tuesday, 1900-2100 hrs.
College Campus
20 hours
Fee: $25.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Registration:
2 weeks before start dates.

Start dates:
September 27 to November 29/83
January 24 to March 27/84
May 29 to July 31/84

English for Sciance and Technology **LT 922**

Tuesday and Thursday
1830-2130 hrs.
College Campus
80 hours
Fee: $115.00

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Registration:
September 12 to 15
Januery 9 to 12
May 14 to 17

Stert dates:
September 27 to December 22/83
Januery 24 to April 24/84
May 29 to August 28/84

French Language Training

George Brown offers French as a second language training at two of its downtown locations. Placement interviews before starting dates will insure that students start out at the appropriate level.
The principal aim of the courses is to develop conversational skills. Attention will also be given to other language skills (reading, writing and comprehension) as needed. Good pronunciation will be stressed at all levels.
BASIC LEVEL COURSES:
Students will learn how to introduce themselves and others, give information about themselves (addresses, phone numbers etc.), greet people, ask and give simple directions, count, tell time, speak in simple sentences and give affirmative and negative responses. Basic vocabulary will permit students to talk about places, things, work, the weather, and dates.
INTERMEDIATE LEVEL COURSES:
Students will learn how to express opinions and give instructions. They will be able to tell a simple story or make a simple presentation about themselves, their family, friends, feelings, preferences, possessions, etc. They will be able to report on what someone else has said. Simple units of communicative activities of special interest to individual class members will be covered.
ADVANCED LEVEL COURSES:
Students will be able to converse with others about their special interests. They will be able to describe complex events that happened in the past, discuss the distant future, and make nuanced comparisons. At this stage they will be encouraged to discuss international and Canadian current events and take full advantage of the Francophone activities available in Toronto.

French for Lunch **LT 821**

Level 1A Tuesday end Thursday 1200-1300 hrs.

Level 1B Tuesday and Thursday 1300-1400 hrs.

Level II Monday and Wednesday 1200-1300 hrs.

Level III Monday and Wednesday 1300-1400 hrs.
St. James Campus (200 King Street East-east of Jarvis)
20 hours
Fee $30.00

Starting dates:
September 26 to December 1/83
Januery 9 to March 15/84
Merch 26 to May 31/84
June 11 to August 16/84

Placement interviews Room 429:
September 12-15/83 1200-1400 hrs.
Januery 3-4/84
Merch 12-13/84
June 4-5/84

Speaking French (all levels): **LT 805**

Wednesday, 1815-2115 hrs.
St. James Campus (200 King Street East-aast of Jarvis)
36 hours
Fea: $50.00

Starting datas:
September 28 to Decamber 14/83
January 25 to April 11/84
May 30 to August 15/84

Speaking French (all levels): **LT 804**

Tuesday and Thursday
1900-2100 hrs.
Collega Campus (507 College Street-wast of Bathurst)
50 hours
Fee: $75.00

Starting dates:
September 27/83
January 24/84
May 29/84

Placement interviews for the Speaking French classes will take place on both campus on the following dates:
September 12-15/83,
1700-1830
January 9-12/84
May 14-17/84

Vivra en Français à Toronto **LT 925**

C'est un cours qui permet aux anglophones torontois ayant un niveau très avancé de communiquer régulièrement en Français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto, les média d'information et la participation très active des apprenants, tout cela en fonction des besoins exprimés par les apprenants en début de cours.

Wednesday, 1930-2130 hrs.
St. James Campus (King Street East-east of Jervis)
22 hours
Fee: $35.00.

Sterting dates:
September 21 to November 30/83
Januery 11 to March 21/84
September 1984

ENGLISH AND LIBERAL STUDIES

Maitrise du Francais Ecrit LT 822

Ce cours aide les apprenants à comprendre globalement et en détail des textes écrits en langue courante ou spécialisée, en vue d'une analyse ou d'une prise de décision.
Le travail fait dans ce cours amène l'apprenant à rédiger clairement, correctement et avec concision divers types de lettres, des notes de service, des ordres du jour, des procès-verbaux, des messages téléphoniques, des rapports ou tout autre type de texte écrit se rapportant à son travail.
Ce cours comprend une révision des règles de la grammaire française.

mardi et jeudi
19h00-21h00
50 heuras
Campus St-Jamas
(200 rue King est-à l'est Jarvis)
50 heures
Coût: 75$

Dates du début du cours:
du 20 septembre-au 13 décember/83
du 10 janvier-au 3 avril/84
du 10 avril-au 10 juillet/84

Introduction a la TRADUCTION DANS LES LANGUES OFFICIELLES LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et développe une approche pratique dans différents domaines. A l'aide d'une étude approfondie du vocabulaire, de la grammaire et de la stylistique, ce cours met l'accent sur des thèmes aussi nombreux que variés: littéraire, scientifique, publicitaire, économique, financier, bancaire, etc. Le cour, traite également des thèmes et des versions.
Ce cours ne forme pas de traducteurs professionnels.

Dates du cours:
lundi
18h15-21h15
Campus St-Jamas
(200 rue King est-à l'est de Jarvis)
36 heuras
Coût: 50$
Matérial: 10$

du 19 septembre-au 5 décembre/83
du 9 janviar-au 26 mars/84
du 9 avril-au 25 juin/84

Traitament de textas WORD 900
La Dactylographie an Français TYP 906
(Niveau débutant)
See the Business & Commerca Saction

La haute cuisine chez vous (Debutants) SP 732
See tha Hospitality Section

La Réanimation Cardio-Pulmonaire Premiars Soins CPR 904
See the Health Sciences Section

La Programmation sur Micro-Ordinateur PRGM 925A
La Programmation sur Micro-Ordinatour PRGM 935A
Sea the Math & Scianca Section

Italian

Italian Language and Haritage (Basic) LT 806A

Monday and Wadnesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts.

Registration:
2 weeks before start dates

Start dates:
Septamber 26 to Decamber 21/83
January 23 to April 16/84
May 28 to August 27/84

Spanish

Spanish Language and Heritaga (Basic) LT 808A

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration:
Septamber 12-15/83
January 9-12/84
May 14-17/84

Start datas:J
Septamber 26 to December 21/83
January 23 to April 16/84
May 28 to August 27/84

Spanish Languaga and Heritage (Intermediate) LT 808B

Monday and Wadnesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration:
Septamber 12-15/83
January 9-12/84
May 14-17/84

Start dates:
Septamber 26 to Decambar 21/83
January 23 to April 16/84
May 28 to August 27/84

Spanish Language and Heritage (Advanced) LT 808C

Monday and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $75.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Registration:
Septamber 12-15/83
January 9-12/84
May 14-17/84

Start dates:
Septamber 26 to Decamber 21/83
January 23 to April 16/84
May 28 to August 27/84

Learning is a lifelong andeavour, whether through formal education or self enrichment.

FASHION

James Family at Queen's Park - 1907
William James was an established society photographer who documented fashion of the day.

Fashion Technology

Creative Fashion Dasign
Apparel Managament

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment. They are also suitable for those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.
All courses listed below bearing code number in the one, two, three or four hundred series carry credits which can be used towards obtaining a two or three year diploma in specialized programs. Please contact the Dean or Chairman for details.

Apparal Construction I (Dressmeking Elementary) DRES 141X

Monday and Wadnesday, or Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials

Start dates:
Sept. 19 & 20 to Nov. 23 & 24/83
Jan. 23 & 24 to March 28 & 29/84

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Monday, 1800-2100 hrs.
Kensington Cmapus
60 hours
Fee: $65.00
Equipment fee: $15.00

Prerequisite: Basic Sewing skills
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Start dates:
September 19 to November 23/83
January 24 to March 29/84

Apparal Construction III (Dressmeking Advancad) DRES 151X

Tuesday and Thursdey, 1800-2100 hrs.
Kansington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience
Course Content: Efficient use of materials to minimize waste. Couture methods. the student will provide own material

Start dates:
Septembar 20 to Novambar 24/83
January 24 to March 29/84

Apparal Pattarn Drafting I (Elementary) PAT 141X

Monday end Wadnasday, or Tuesday and Thursday, 1800-2100 hrs.
60 hours
Kansington Campus
Faa: $65.00
Equipment Fee: $15.00

Prerequisite: Knowledge of dressmaking
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i e on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials

Start deas:
Sapt. 19 & 20 to Nov. 23, 24/83
Jen. 23 & 24 to March 28 & 29/84

Apparal Pattarn Drafting II (Intarmadiate) PAT 143X

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fae: $35.00

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Start dates:
Septambar 20 to November 22/83
January 24 to March 27/84

Apparal Pattam Drafting III (Advanced) PAT151X

Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Faa: $35.00
Equipment Faa: $15.00

Prerequisite: Preferably PAT 143X or equivalent experience
Course Content: Design of a garment from a sketch or an original idea; crative styling such as coats, suits, sportswear, etc , and also dresswear and advanced styling. Students to supply own materials.

Septambar 20 to November 22/83
Jenuery 24 to March 27/84

Tailoring (Ladias') DRES 146X

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $65.00
Equipment Fea: $15.00

Prerequisite: Preferably DRES 141X or basic sewing skills
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Start dates:
September 20 to Novambar 24/83
January 24 to March 29/84

Fashion Illustration I (Elementary) PAT 144X

Wadnesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing, achieving textures and patterns; finished drawing in mixed media
Students to supply own materials.

Start dates:
Saptambar 21 to Novambar 23/83
January 25 to March 28/84

Fashion Illustration II (Intarmedieta) PAT 154X

Wednasday, 1800-2100 hrs.
Kansington Campus
30 hours
Fae: $35.00

Prerequisite: Preferably PAT 144X or equivalent experience.
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts.
Students supply own materials.

Start dates:
Septambar 21 to Novembar 23/83
January 25 to Merch 28/84

Fur and Leather Dasign FUR 545A

Friday, 0800-1300 hrs.
Kensington Campus
60 hours
Fee: $65.00
Materials: $10.00

Prerequisite: Experience in the industry.
Course Content: Drafting patterns and grading
Students must purchase own instruments and factory cotton.

Starts every Thursdey.

Fur Manufacturing Techniqas (Elementary) FUR 544X

Mondey, Tuesday, Wednesday and Fridey
0800-1200 hrs.
Kensington Campus
84 hours
Faa: $89.00

Prerequisite: Interview or employment in fur industry
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools

Stert: Every Monday

Leather Manufacturing Techniqas LTH 544A

Tuesday, 0800-1200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Equipment Fae: $15.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools

Sterts avary Tuesday

In order to insure the course of your choice, please register aarly.

Work Management (Time Studies) — (Apparal) AT 100X

Wednesday, 0900-1300 hrs.
Kensington Campus
64 hours
Fees: $69.00
Equipment Fee: $15.00

Prerequisite: Grade 12 mathematics, apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification
Students supply own stop watches and boards.

Start data:
September 21 to January 18/84

Personnal and Industriel Relations AT 161X

Monday, 0900-1200 hrs.
Kensington Campus
48 hours
Fee: $53.00
Equipmant Faa: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Start data:
Septembar 19 to Januery 16/84

Serger Mechina SEW 542X

Mondey to Fridey
0800-1500 hrs.
Kansington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Starts avary Mondey

Blind Stitch Machine SEW 543X

Monday to Fridey
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fae: $15.00

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants
Students to supply own garment fabric.

Sterts evary Monday

Button-Hole and Button Sewer Machine SEW 544X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Course Content: How to use buttonhole and button sewer as used in Ontario apparel plants

Starts avery Mondey

Window and ratail Displey DISP 900

Mondey end Wednesday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $85.00
Equipment Faa: $10.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Stert dates:
September 19 to Novembar 23/83
Januery 23 to Merch 28/84

Furniture and Furnishings

Furniture Finishing FURN 103X

Monday and Wednasdey
1800-2100 hrs.
Kansington Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Stert dates:
September 19 to November 23/83
Januery 23 to Merch 28/84

Restoration of Antiquas FASH 800

Monday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fea: $60.00
Materials: $5.00

Course content: This course is designed to introduce the student to some theoretical and practical aspects of restoration of objects made of wood, glass, ceramics, silver, gold, ivory and textiles. Students are taught to use various adhesives, fillers and finishes. Problems posed by the object are first analysed and procedures for cleaning and restoration are then developed. Where necessary, maintenance and environmental control procedures are developed by the student and the teacher.

Start dea:
Saptamber 19 to Novembar 21/83
January 23 to March 26/84

Furniture Upholstery I FURN 104X

Monday and Wednesdey
1800-2100 hrs.
Kansington Campus
60 hours
Fea: $65.00
Equipment Fee: $15.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling.
Students supply own materials.

Start dates:
September 19 to November 23/83
Januery 23 to Merch 28/84

Knitting by Machina Basic CFT 900

Tuasday, 1800-2100 hrs.
Kansington Campus
30 hours
Fee: $35.00
Equipment Faa: $15.00

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and flaire-isle techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing.

Start dates:
Septambar 20 to Novambar 22/83
Januery 24 to March 27/84

Knitting by Machine Intermediate CFT 901

Monday, 1800-2100 hrs.
Kansington Campus
30 hours
Faa: $35.00
Equipment fee: $15.00

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (1/2 size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Start dates:
September 19 to Novembar 21/83
Januery 23 to March 26/84

Knitting by Machine Advencad CFT 902

Wednesdey, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $35.00
Equipment fee: $15.00

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates would be able to find employment in the knitting industry.

Start dates:
September 21 to November 23/83
Januery 25 to Merch 28/84

Grading Techniqas For Apperel Industry Elementary PAT 900

Monday or Tuesday
1800-2100 hrs.
Kensington Campus
30 hours
Fee: $45.00

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Start dates:
Sept. 19 or 20 to Nov. 21 or 22/83
Jan. 23 or 24 to March 26 or 27/84

Hairdressing and Grooming

Hairdressing for Barbers **BARB 901**

Tuesday and Thursday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $35.00

Prerequisite: Ontario Certificate of Qualification in Barbering
Course Content: Basic ladies hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave permanent waving and tinting.

Start dates:
September 20 to November 24/83
January 24 to March 29/84

Barbering for Hairdressers **BARB 902**

Monday and Wednesday
1930-2230 hrs.
Kensington Campus
60 hours
Fee: $65.00
Materials: $20.00

Prerequisite: Ontario Certificate of Qualification in hairdressing
Course Content: Practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying

Start dates:
September 19 to November 23/83
January 23 to March 28/84

Ceramics

Basic Ceramics **CER 900**

Saturday, 0900-1200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Materials: $25.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Start dates:
September 24 to Novamber 26/83
January 21 to March 10/84
April 7 to June 9/84

Ceramics 1 **CER 101X**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Start dates:
September 19 to November 23/83
April 9 to June 13/84

Ceramics 2 **CER 151X**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start date:
January 23 to March 28/84

Ceramics 3 **CER 201X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Start dates:
September 20 to November 24/83
April 10 to June 14/84

Ceramics 4 **CER 251X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. The class will accommodate intermediate students (CER 101X and CER 151X).
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, architectural forms — decorative and creative use of materials in clay and glaze.

Start date:
January 24 to March 29/84

Watchmaking/Jewellery

Watchmaking/Jewellery Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in Upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards obtaining a two year or three year diploma in specialized programs. Please contact the Dean or Chairman for details

Jewellery (Introduction) **JWL 160A**

Wednesday or Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Current employment in industry or hobbyist
Course Content: Introduction to Jewellery making, cutting, filing; hard soldering, finishing and polishing of precious metals. Students supply own materials

Start date:
Sept. 21 or 22 to Feb. 15 or 16/84

Jewellery (Refreshar — Introduction) **JWL 160D**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials

Start date:
March 21 to May 23/84

Jewellery — Beginners **JWL 160B**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Introduction to casting techniques: precious metals; cuttlefish casting, and centrifugal casting. Students supply own materials.

Start date:
September 20 to February 14/84

Jewellery — Beginners (Casting — Refresher) **JWL 160E**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160B
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Start date:
March 20 to May 22/84

Jewellery (Intermediate) **JWL 160C**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: 15.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and basic repairs as indicated. Leads to JWL 260A. Students supply own materials

Start date:
September 21 to Feb 15/84

Jewellery (Refresher — Intermediate) **JWL 160F**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 160C.
Course Content: review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques
Students to supply own materials.

Start date:
March 21 to May 23/84

Gem Setting **JWL 162X**

Thursday 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: JWL 160A, B, and C.
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials

Start date:
September 22 to February 16/84

Gem Satting (Refresher) **JWL 162D**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 162X
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date:
March 20 to May 22/84

Engraving — Beginners **JWL 163X**

Monday 1900-2200 hrs.
Cese Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials.

Start date:
September 19 to February 13/84

Jewellery Making (Silversmithing) **JWL 164X**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Table ware — hollow ware. Items other than jewellery — raising and planishing. Students supply own materials

Start date:
September 20 to February 14/84

Jewellery Making (Refrasher) (Silversmithing) **JWL 164D**

Tuesdey, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 164X
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start date:
March 20 to May 5/84

Jewellery Making (Enamelling) **ENA 170X**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Enamelling; elementary theory and practice applying enamel to metal.
Students supply own material.
Note: 12 students per class (Additional classes will be formed as numbers warrant).

Start date:
September 19 to February 13/84

Jewellery Making (Refresher) (Enamelling) **ENA 170D**

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $10.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class (Additional classes will be formed as numbers warrant).

Start date:
March 12 to May 14/84

Jewellery — Advanced **JWL 260A**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: JWL 160A and C.
Course Content: Advanced techniques in the manufacture of jewellery. Individual teaching to personal needs.
Students supply own materials.

Start date:
September 20 to February 14/84

Jewellery — Advanced (Refresher) **JWL 260C**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques inlcuding additional bench time and projects.
Students supply own materials

Start date:
March 20 to May 22/84

Jewellery Making (Lapidary) **JWL 903**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials. Students supply own materials.

Start date:
September 21 to February 15/84

Jewellery Making (Lapidary Refrasher) **JWL 904**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: JWL 903
Course content: Review of lapidary techniques. Introduction to facetting, cutting more valuable materials.
Students supply own materials

Start date:
March 21 to May 23/84

Jewellery Design **DES 169X**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $10.00

Course Content: Basic design; history of jewellery; sketching and drawing two and three dimensional designs.

Start date:
September 20 to February 14/84

Jewellery Design (Refreshar) **DES 169D**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Equipment Fee: $15.00

Prerequisite: DES 169X
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Start date:
March 20 to May 22/84

Gemmology I **GEM 167X**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cut, shapes; colour and basic physical properties of stones; introduction to using instruments.

Start date:
September 19 to February 13/84

Gemmology II (Intermediate) **GEM 267X**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $15.00

Prerequisite: GEM 167X.
Course Content: Study of precious stones, minerals and organic substances; physical properties, chemical composition and testing methods.

Start date:
September 20 to February 14/84

Gemmology III (Advanced) **GEM 367X**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Equipmant Fee: $15.00

Prerequisite: GEM 267X
Course Content: Study of precious stones; advanced instrument theory.

Start date:
September 22 to February 16/84

FASHION

Clock Repairing Skills **WACH 901**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Material fee: $20.00

Prerequisite: Current employment in the watchmaking industry or hobby
Course Content: This program is designed to teach beginners the skills needed to perform basic repair on clocks. The student will learn to operate the watchmakers lathe to make bushings, repivot wheels, refinish pivots and bearings and make screws, rivets and other simple repairs

Start date:
September 20 to February 14/84

Basic Clock Repairing **WACH 903**

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $35.00
Material Fee: $20.00

Prerequisite: WACH 901 or proof of equivalent competency
Course Content: Disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking mechanism. Reoushing, refinishing pivots and other skills from WACH 901 will be applied as needed.

Start date:
February 21 to April 24/84

Quartz Watch Servicing **WACH 906**

Monday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00
Equipment Fee: $20.00

Prerequisite: Ontario Certificate of Qualification in Watch Repairing.
Course Content: Basic electricity and electronics as applied to watches. Use of electronic testing equipment for analysis and adjustment. The student will learn the theory of quartz oscillators, integrated circuits, LED, LCD and Analogue displays. He or she will also learn micro soldering and replacing of components such as quartz crystal, capacitors, etc. Several modern type movements, LCD and analogue, will be analyzed and serviced to practice troubleshooting and adjusting. The students will also learn to replace case components.

Start date:
September 19 to January 9/84
January 23 to April 30/84

Intermediate Clock Repairing **WACH 904**

Tuesday, 1900-2200 hrs.
St. James Campus
90 hours
Fee: $95.00
Material fee: $20.00

Prerequisite: WACH 902 or proof of equivalent competency
Course Content: General repair of mantel clocks with 1/2 hour striking mechanisms, 400 day clocks and other types of striking and alarm clocks. The theory of escapements, the pendulum and the balance wheel as well as the theory of rack-type striking and count wheel striking mechanisms will be augmented by practical application to clock servicing

Start date:
September 20 to April 24/84

Advanced Clock Repairing **WACH 905**

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Material fee: $20.00

Prerequisite: WACH 903 or proof of equivalent competency
Course Content: General servicing of chime clocks with the emphasis on making or restoration of parts such as the pallet, the escape wheel, wheel cutting, making lantern pinions, making the count wheel, the snail and the rack. The relevant theory will be presented parallel with the practical project. This course will be an on going course in which the students will select the projects at the beginning of the term

Start date:
September 19 to February 13/84

Do you wish to be on our mailing list? Check the box on our registration form on the back cover.

GENERAL INTEREST

Gordon Sinclair
He is seen here as a dashing young reporter in 1932 after a trip to India and before becoming broadcaster "extraordinaire".

Automotive

Know Your Car **CAR 802**

Thursday, 1830-2130 hrs.
College Campus
18 hours
Fee: $60.00

In today's fast moving world a broken down car can be very expensive as well as dangerous. The content of this six week course is designed to help prevent breakdowns or failing that, what to do in case of an emergency. How to deal with a dead battery, a flooded engine, a simple flat tire or even replacing your own wiper blades to save money will be discussed in a language that you will understand. All major trouble spots of a car cooling system, fuel system, lubrication system and electrical system will be broken down into small parts for inspection and explanations of "how and why" given so that even a novice will grasp it.
Demonstrations of changing your own oil, replacing a fan belt or radiator hose, cleaning battery connections to installing new anti-freeze or light bulbs will get you motivated.
Dozens of tips on saving money or repairs or parts together with lengthening the life of your car.

Stert detes:
October 20 to December 8/83
February 16 to April 12/84

Business

Effective Communication: Supervisors & Managers CE 890

Thursday, 1800-2100 hrs.
St. James Campus
12 hours
Fee: $45.00

This short course is designed for supervisors or first line managers who have recently been promoted, or wish to upgrade their communication skills. Techniques in such areas as non-verbal communication, listening, group effectiveness, and public speaking will be emphasized. Discussion topics will include setting communication goals, changing audience expectations, increasing productivity through communications and measuring effectiveness.

Start dates:
October 18 to November 8/83
February 7 to February 28/84
March 27 to April 17/84

Investment Strategies **CE 862**

Thursday, 1800-2100 hours
St. James Campus
24 hours
Fee: $60.00

Course Content: The student will be shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, mortgages and annuities; equity securities, such as preferred and common shares; mutual funds and other investments such as gold, foreign exchange and collections.

Stert detes:
October 20 to December 8/83
Februery 9 to March 29/84

Women in Menegement **CE 895**

Wednesdey, 1700-1900 hours
St. James Cempus
18 hours
Fee: $50.00

This course addresses the fundamental issues in the special context of the woman manager and the additional learning and adjustment she must make in order to succeed.
A woman must be more knowledgeable, more skilled and more sensitive to the organizational environment in which she works. But, the basic managerial skills of planning, supervision, decision-making and meeting performance objectives remains the same for men and women managers.

Stert dates:
October 19 to December 14/83
Februery 8 to April 4/84

Developing An Effective Newsletter/Producing Smell Business Publicetions
Part I **CES 801**
Part II **CES 802**

Seturdey, 0930-1630 hours
St. James Campus
6 hours eech
Fee: $25.00 (each part)

This is a short course in two parts for those who edit, write and produce small publications for companies, service groups, clubs and other organizations. The program is designed for those who are new to the tasks involved, those who are starting new publications, or those who wish to upgrade their present publication. The course is presented on two successive Saturdays and while persons may attend only one day, it is recommended they attend both.
On the first Saturday the emphasis is on editing and writing. Topics will include setting publication goals, developing stories, interviewing, writing and copy editing. On the following Saturday, the emphasis is on layout and production. Topics will include design principles, picture editing, layout techniques, production methods and dealing with suppliers. Discussion will be encouraged and publications of participants will be used for instruction where possible.

Stert dates:
Part I - Oct. 1, Oct. 15, Nov. 12, Nov. 26/83
Part II - Oct. 22, Nov. 19, Dec. 3/83
Part I - Feb. 4, Feb. 18, Apr. 7, Apr. 21/84
Part II - Feb. 11, Feb. 25, Apr. 14, Apr. 28/84

Disc Jockey
Part I **CE 803**

Wednesdey
1900-2200 hrs.
St. Jemes Cempus
30 hours
Fee: $75.00

Course Content: This course will provide the participants with the expertise to operate electronic equipment effectively, to program music selections and to assess and cater to the desires of the group they are entertaining. Acquiring professional MC'ing style will be highlighted.

Start dates:
Octobar 5 to Decamber 7/83
Februery 8 to April 11/84

Legal Awareness

Common Law, Marriage, Divorce — To Contrect or Not to Contrect **CE 889**

Tuesday, 1900-2200 hours
St. James Campus
3 hours
Fee: $10.00

Course Content: This course will discuss the advantages and disadvantages of entering into a legal contract between common law or marrying spouses. It will discuss the alternatives to entering into a contract and how to provide protection for child support, spousal support, and property ownership for both spouses. Examples of contracts will be discussed and recent case law on the area will be referred to.

Start dates:
Oct. 18, Nov. 1, Nov. 15/83
Feb. 21, March 13, March 27/84

Pastimes

Coin Collecting **CE 845**

Wednesdey, 1930-2130 hrs.
Cese Loma Campus
20 hours
Fee: $60.00
Materials: $15.00

Course Content: Using a combination of lectures, slide presentations and guest speakers, participants will learn how to assess and grade the quality of rare coins, what to collect and what not to collect and the use of coin collecting as a hedge against inflation. There will also be a thorough discussion of numismatic history, coin photography and artistry.
The instructor, John Regitko, is the 1981 Chairman of the Canadian National Coin Club Association Convention and is consultant to the Canadian National Exhibition on coin exhibits.

Start dete:
February 8 to April 11/84

The perfect enswer to your gift giving needs . . . the gift of e course from Continuing Education.

Stained Glass I **ART 805A**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $65.00
Students must purchase their own material as required.

Level I: An introduction to the copper foil and lead techniques of stained glass. The course is designed, both for a complete beginner and for anyone who wishes to become more proficient in this age old craft. All aspects of stained glass will be covered so that each member of the class will become familiar with all the tools and materials necessary in the completion of stained glass windows. The course will provide an appreciation of the possibilites and qualities of a unique material.

Start date:
October 3 to February 27/84

Pleasure and Profit in Philetely **CE 837**

Monday, 1930-2130 hrs.
St. James Cempus
16 hours
Fee: $50.00

This course is designed for people experienced or novice, who love stamps and collecting. The course will encompass the many areas pertinent to philately, tools, auctions, value, investment and arrangement of the collection for exhibition.

Stert dete:
October 24 to December 12/83

How To Buy Antiques **CE 817**

Wednesday, 2000-2200 hrs.
Cese Loma Campus
12 hours
Fee: $35.00

Come and learn about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship. The instructor, Manon Heller, has studied extensively in England in the fine and decorative arts.

Start dates:
October 19 to November 23/83
February 1 to March 7/84
April 11 to Mey 16/84

Victorian Antiques **CES 808**

Thursday, 2000-2200 hours
Cesa Lome Campus
8 hours
Fee: $30.00

Course Content: Learn how to identify antiques from the Victorian era. The different styles of furniture, china, glass, art work and other collectables of the period from 1830 to 1920 will be identified. This course will include a visit to an antique shop to view the antiques you have been learning about.

Start dates:
October 20 to November 10/83
February 2 to Februery 23/84

War Gemes **CE 839**

Thursday, 1930-2200 hrs.
Register at St. James Campus
20 hours
Fee: $45.00
Meterlel: $24.00 (Entrance to Fort York)

This course is offered in co-operation with Fort York. It will introduce the military history and technology of the Napoleonic Era. Participants will investigate the art of war as practiced and influenced by Napoleon. The major campaigns will be discussed as well as the organization, weapons and uniforms of the main armies. Activities will include a survey of a selection of the many simulation games covering this period, as well as an evaluation of their effectiveness in portraying Napoleonic warfare. For further information please call Coordinator, Tom Arnold at 366-6127.

Start date:
Jenuery 31 to March 20/84

The Military of York **CES 807**

Tuesday, Thursdey
1930-2200 hours
Fort York
15 hours
Fee: $50.00
Material Fee: $18.00 (entrence to Fort York grounds, peyable at time of registretion)

Course Content: Learn about the Military Units now active in Toronto by studying their historical background and how it influenced development of this area. Each class is conducted by an expert in the history of that particular unit with regards to major battles, uniforms, period, life-style of unit and involvement with York/Toronto and Upper Canada. There are demonstrations of various muskets and rifles and the appropriate drill. Each lecturer explains the current role of the unit that he is presenting.
For further information please call coordinator, Tom Arnold at 366-6127.
Registration is at 200 King St. E.

Stert dates:
October 4 to November 8/83
Februery 23 to March 29/84

Herbs and Herbel Remedies **CE 865**

Thursdey, 2000-2200 hrs.
Casa Lome Campus
20 hours
Fee: $50.00

This course will introduce participants to the hundreds of herbs, their history and modern medicine's reliance on herbal cures, the effects of herbal groups on the body, and their use as preventative and curative agents. The legislation appertaining to herbs will be discussed and full coverage will be given to healers, aphrodisiacs, poisons, toxins, the recognition and discrimination of adulterated herbs. Throughout the course adequate opportunity will be given for group discussion on all aspects of the world of herbs and herbal remedies.

Stert dates:
October 6 to Decembar 8/83
Februery 2 to April 5/84

Lifestyles

Workshop for Singles **CE 885**

Saturday, 0900-1545 hrs.
St. James Campus
Fee: $50.00

Do you wish to do more than just survive? Get in the swing of things by meeting new friends and at the same time lean new skills. You will have the opportunity of attending one workshop in the morning and two in the afternoon. Topics will include:
Gain Confidence/How to Overcome Shyness
Howard Jones, of the Ontario Human Rights Commission who does Effective Speaking successfully for the College, will begin this workshop for you. He will teach the student to understand and then how to overcome his/her shyness. It will help him/her learn to relax and enjoy meeting new people with confidence.
Assertiveness and Motivation
Margaret Code who conducts workshops/seminars on staff training and development will show you how to become more assertive. How to express yourself in a direct and straight-forward way without denying your own personal responses or trampling on the rights of others. Using this new skill in a positive way, learn how to motivate yourself toward your goals.

Stert detes:
October 15/83
Februery 11/84

New Ideas
Have a good idea for a new course that would be of interest to pert-time students? If so, please send the course outline and your resume to:
The Continuing Education Department
258 Adelaide St. E.
Toronto, Ontario M5A 1N1

GENERAL INTEREST

Sailing

Practical Coastal Navigation
For The Yechtsman **CE 816**

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $60.00

Course content: This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Ancedotes, films and literature related to the topic will be discussed.

October 3 to December 5/83
Janurry 23 to March 26/84

Calestial Nevigation
for the Yachtsmen **CE 801**

Monday, 1900-2200
Case Lome Campus
30 hours
Fee: $60.00
Materials: $3.00

Course Content: In this comprehensive navigation course for the yachtsman, participants will learn how to determine their position from the deck of a small boat anywhere in the world Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course. A list of additional equipment may be obtained from the Continuing Education office at 967-1212, ext. 3242.

Start datas:
October 3 to December 12/83
February 6 to April 9/84

Self Improvement

Gain Confidence/
Overcome Shynass **CE 876**

Thursday, 1830-2130 hrs.
Kensington Campus
12 hours
Fee: $40.00

Howard Jones who does Effective Speaking has designed a new short program to help you understand and then how to overcome your shyness He will show you how to relax and enjoy meeting new people with self confidence. You will learn new conversation skills and social graces.

Start dates:
October 6 to October 27/83
February 2 to February 23/84

Effective Speeking **CE 848**

Tuesday, 1830-2130 hrs.
Kensington Campus
24 hours
Fee: $55.00

Course Content: Participants will learn effective speaking and the tricks of addressing an audience. They will, throughout the course, deliver their own experimental, prepared and impromptu speeches, will practice the art of debating and how to motivate those whom they address. Participants will, through their newly established confidence in addressing an audience, become aware of greater ease in social encounters and will learn to "use" nerves as a means of maintaining spontaneity in all encounters and before all audience sizes.

Start datas:
October 18 to Decembar 6/83
February 14 to April 3/84

Assertivenass Training **CE 824**

Wednasday, 1900-2100 hours
St. James Campus
16 hours
Fee: $45.00

Course Content: The assertive person is able to express herself in a direct and straight forward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature interaction — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be: every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Start dates:
October 5 to Novamber 23/83
February 1 to March 21/84
June 6 to July 25/84

How To Meka-Up
Your Face **CE 868**

Saturday 1300-1600 hrs.
St. James Campus
12 hours
Fea: $40.00

Through the development of a personalized basic beauty routine each student will learn how to look their best. Topics include: contouring; colour theory; products; special needs from daytime to evening.

Start detes:
October 15 to November 11/83
Februery 4 to Februay 25/84

Todey's Woman **CES 805**

Saturday, 1000-1600 hrs.
St. James Campus
Fee: $25.00

Style for the Toronto Woman means looking classically elegant and casually comfortable. This is a blend of high fashion, quality products, attention to detail and an essential underlying sense of physical well-being
Today's Woman combines the ingredients in a program which emphasizes equally the way you look and the way you feel. Look at wardrobe planning, style trends, budgeting, accessories, and clothing care.
The program is unique — taught by Nancy Nielsen who writes a weekly column called "The Beauty Spot" for the Globe and Mail. As a freelance Fashion/Beauty writer and Fashion Co-ordinator, she has had her articles published in numerous Toronto area magazines. It will allow each participant to integrate the content into her lifestyle. It is offered as a practical learning experience and enjoyable tonic at the end of your week.

Start dates:
October 1/83
November 19/83
Merch 17/84
April 14/84

Menaging Stress **CES 806**

Saturday 1000-1600 hrs.
St. James Campus
5 hours
Fee: $25.00

Take the first step. Learn how to understand stress; the cause and the cure. By eliminating unnecessary tensions you will function more efficiently, and enjoy life to its fullest.

Start dates:
October 22/83
November 5/83
Novamber 19/83
Februery 4/83
March 17/84
March 31/84

Waakand Workshop **CE 898**

Saturday
0930-1230 hrs.
1330-1630 hrs.
St. James Campus
6 hours
Fee: $35.00

Take one morning class and one afternoon class from the following list of four courses.

0930-1230
Money Menagament

Learn how to start your own financial plan.

OR

Feeling Fabulous

How to look classically elegant and at the same time be casually comfortable

1330-1630
Gain Confidence
Develop a plan of action, build your confidence.

OR

Meke Up Your Face

Learn how to use cosmetics to create the most effective you.

Start dates:
June 9/84
June 23/84

Toronto — What's Happening

How Toronto Grew **CE 852**

Thursday, 1930-2130 hrs.
St. James Campus
10 hours
Fee: $40.00

Course Content: In this sesquicenntenial year learn how from the beginning the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course the City's development will be treated in four stages: the colonial city (1793-1850), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present).
At each stage the city's buildings, economy, contributing social groups and townscape will be considered. The lectures will be illustrated by slides, maps, and photographs. Students will participate in group discussion and basic research exercises. Gunter Gad is Associate Professor of Geography at the University of Toronto and past chairman of its Urban Studies Program.

Start date:
February 9 to Merch 8/84

GENERAL INTEREST

You and Your Home

Buying Your First
Homa **RE 801**

Saturday, 1000-1500 hrs.
St. James Campus
5 hours
Fee: $20.00
Materiel: $5.00

Course Content: The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Start dates:
Octobar 1/83
October 22/83

Condominiums **CE 869**

Saturday, 1000-1500 hrs.
St. James Campus
5 hours
Fea: $20.00
Materials: $3.00

Before you buy explore the multifaceted condominium approach to living in Metropolitan Toronto; its various styles, the advantages and disadvantages, its differences in comparison to buying a single family dwelling. Topics covered will include: how to choose a good building, what is a good investment, financing, price ranges, co-operatives, and trends in the Metro area.

Start dates:
Octobar 29/83
March 31/84
April 14/84

The Mortgega Crisis:
How to cope with it **CE 830**

Saturday
1030-1330 hrs.
St. James Campus
3 hours
Fea: $15.00
Materials: $2.00

Course Content: This three hour workshop will give the student a practical application and guide to understanding mortgages in today's market place. There will also be a thorough examination of the current mortgage market and a discussion of future trends in the mortgage financing field.

Start dates:
June 2/84

Renovating an
Old Toronto House:
Showcese or Shambles **CE 826**

Thursdey, 1900-2100 hours
St. James Campus
8 hours
Fea: $30.00

Course Content: A layman's guide to the basics of home restoration and remodelling — the planning process, the probable costs, the practical limitations, (structural constraints, etc.), the approval procedure, the respective role of architects, designers and contractors, and some help in their selection, the question of contracts and deposits, expected completion times, possible disruptions, typical problem areas, the possibility of doing part of the work oneself, the final inspection and timing of payments. This course opens the door to the ins and outs of fixing up or adding to an older home, while keeping costs from going through the roof

Start dates:
October 20 to Novamber 10/83
Fabruery 23 to March 15/84

Leisure Activities

Exploring Toronto **CE 882**

Saturday
1000-1200 hrs.
St. James Campus
6 weeks
Fee: $45.00

Stroll through the skyscrapers and magnificent banking halls in the stone canyons of Canada's financial centre. Wind your way through the uninterrupted Victorian terraces of "Cabbagetown". Browse through the Bloor Street boutiques. View the clusters of beautiful turn-of-the-century warehouses and factories that have been restored and converted into theatres, shops, and restaurants. Get beyond the obvious tourist attractions and truly explore Toronto.

Start date:
April 7 to May 12/84
May 19 to June 23/84

Bicycle Touring:
The Ultimate Experiance **CE 881**

Tuesday, 1900-2100 hrs.
St. James Campus
12 hours
Fea: $35.00

Course Content: Learn how to spend a two week vacation on a 10 speed bicycle carrying all your camping gear safely and enjoyably. Topics also covered will include: equipment selection, travel gear, nutrition, physical conditioning, safety, trip planning, bicycle maintenance and the complete tool picture.

Start date:
October 4 to Novambar 8/83
April 10 to May 15/84

Bicycle Repair Clinic **CE 820**

Saturdey
0900-1600 hrs.
St. James Campus
7 hours
Fee: $20.00

With bicycle repair rates at $15/hr. or more this may be the wisest $20 investment you make this year. 14 years and over or accompanied by a parent.
Bring your bike and lunch with you if you like!

Start dates:
May 5/84
May 26/84

Please call 967-1212, ext. 3242 for a list of suggested tools.

Generel Fitness **FIT 800**

Monday and Thursday
1930-2030 hrs.
Casa Lome Campus
28 hours
Fee: $46.00

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Start dates:
Septamber 8 to December 15/83
January 9 to April 12/84
April 23 to Aug. 2/84

For more information on our danca courses please contact John Price at 363-9945

Yoga **YOGA 800**

Wednesday, 1900-2100 hrs.
Case Loma Campus
24 hours
Fee: $42.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates:
September 28 to Decembar 14/84
Janurery 11 to March 28/84
April 4 to June 20/84

Tennis (Beginnars) **TENN 800**

Friday, 1800-2000 hrs.
Kensington Campus
16 hours
Fee: $35.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork. Students are urged to register as early as possible.

Start dates:
October 7 to Novamber 25/83
Janurery 13 to March 2/84
April 6 to June 1/84

Tennis (Intermediate) **TENN 802**

Wednesday, 1800-2000 hrs.
Kensington Campus
16 hours
Fee: $35.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport. Students are urged to register as early as possible.

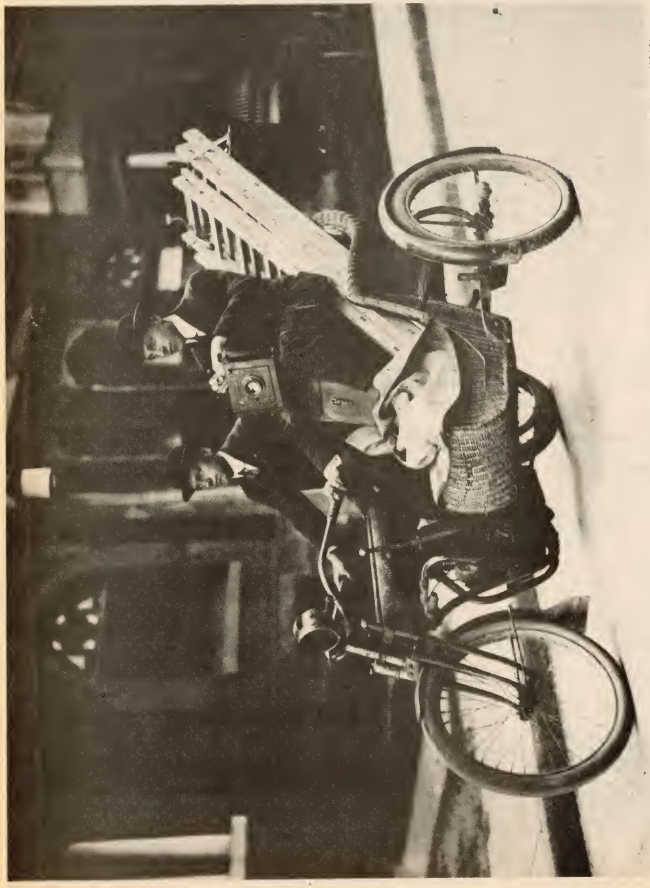
Start dates:
October 5 to Novamber 23/83
January 11 to February 29/84
April 4 to May 23/84

Tennis (Advanced) **TENN 804**

Wednesday 2000-2200 hrs.
Kensington Campus
16 hours
Fee: $35.00

Course Content: Advance your knowldge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy. Students are urged to register as early as possible.

Start dates:
October 5 to Novamber 23/83
January 11 to February 29/84
April 4 to May 23/84



Bill and Joe James (1912) They eventually joined their father, William Sr., in the photography business. The ladder was used to provide a better view of things.

GRAPHIC ARTS

Graphic Design Diploma Credit Courses

To accommodate the industry's needs, for your convenience, the Visual Arts Department now offers credit courses in the Graphic Design Extension Program. Therefore, credits obtained part-time are fully transferable to the full-time diploma program.

Courses will be offered in segments to equalize the hours per semester of the full-time program.

This evening program is equivalent to the two-year Graphic Design program which is formulated and organized to develop students' skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist which leads to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.

All applicants must submit a portfolio of five to ten samples and pass an art test. Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks in advance of the course start dates.

Graduates receive a diploma after completion of the program.

Phone the Visual Arts Department if you need more information regarding fees and registration.

Drawing Research — DRAW 120X

Two Semesters
Monday, 1825-2200 hrs.
St. James Campus
50 hours/semester

Using diversified subjects, drawing exercises will be carried out in various media with emphasis on: line, proportion, shading & textures, in negative and positive form. The application of perspective will be taught in relation to interior renderings and outdoor sketching.

Start dates:
September 12 to Dacember 19/83
January 16 to April 16/84

Life Drawing — LIFE 121X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Campus
50 hours/semester

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagramatic and progressive drawing.

Start dates:
September 13 to Decembar 13/83
January 17 to April 17/84

Lettering — LETT 122X

One Semester
Tuesday, 1825-2200 hrs.
St. James Campus
50 hours

A thorough exposure is given, beginning with history, current usage, terminology and family. Practical application is the keynote, commencing with pencil, proceeding to pen, brush and marker. Co-ordinated with knowledge gained, emphasis is placed on devising letters to indicate special effects.

Start dates:
September 13 to December 13/83
January 17 to April 17/84

Dasign — DES 123X

Four Semesters
Thursday, 1825-2200 hrs.
St. James Campus
50 hours/semester

Two dimensional design will be taught in a frame of reference. Geometric and free shapes are arranged to produce contrast value and textures. Some basic advertising layouts will be executed.

Start dates:
September 15 to Decambar 15/83
January 19 to April 19/84

Sciena of Colour — COLR 124X

Two Semestars
Wadnesday, 1825-2200 hours
St. James Campus
50 hours/semestar

An extensive study of the Munsell colour System will be made. Rendering a colour wheel and producing various colour combinations using this system. Colour value exercises will be carried out. History of art projects are also carried out in this course.

Start dates:
September 14 to December 14/83
January 18 to April 18/84

Graphic Reproduction Studies — PRNT 125X

Two Semesters
Monday, 1825-2200 hrs.
St. James Campus
50 hours/samestar

Students will be introduced to printing technology and will be exposed to typesetting, camera & stripping, platemaking and the various methods involving the printing process.

Start dates:
September 12 to December 19/83
January 16 to April 16/84

Mechanicals — MECH 126X

One Semester
Tuesday, 1825-2200 hrs.
St. James Campus
50 hours

the use of materials and equipment to produce geometrical drawings and mechanical artwork. The use of amberlith overlays and keyline methods for camera ready artwork. The operation of the stat camera.

Start dates:
September 13 to December 13/83
January 17 to April 17/84

Illustration — ILLS 128X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Campus
50 hours/semester

The use of various commercial techniques. Concepts in books, magazines, newspapers and T.V. graphics. Mainly related to applied art but also encompassing personal picture making.

Start dates:
September 13 to Dacamber 13/83
January 17 to April 17/84

Typographical Design — TYPO 129X

Two Semesters
Tuesday, 1825-2200 hrs.
St. James Campus
50 hours/semester

Instruction will be given in the ordering and application of suitable typefaces, including basic measurements and copyfitting. Felt tip marker indication is stressed. This knowledge will be applied to designing with actual type.

Start dates:
September 13 to December 13/83
January 17 to April 17/84

Studio Graphics — STGR 130X

One Semester
Wednesday, 1825-2200 hrs.
St. James Campus
50 hours

Prerequisite: MECH 126X

Under studio conditions, students will carry out camera ready artwork. Using these techniques additional design projects will be executed such as packaging and mock-ups of annual reports.

Start dates:
September 14 to Dacamber 14/83
January 18 to April 18/84

Marker Rendering Techniques — MRK 131X

One Semester
Monday, 1825-2200 hrs.
St. James Campus
50 hours

An extensive study beginning with the correct use of, and the various methods of, handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Start dates:
September 12 to December 19/83
January 16 to April 16/84

Certificate Courses

Airbrush Techniques — AIRB 901

Tuasday, 1830-2200 hrs.
St. James Campus
50 hours
Fae: $55.00
Matarial Fee: $35.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration.

Start datas:
September 13 to December 13/83
January 17 to April 17/84

Photo Ratouching — RETO 902

Wadnasday, 1830-2200 hrs.
St. James Campus
50 hours
Faa: $55.00
Matarial Faa: $35.00

Course Content: Any artist involved in advertising art should develop the important skills of photo retouching. In this course the student will work with photo dyes in both black and white and colour. Through demonstration and personal involvement students will learn airbrushing, highlighting, blending and other various retouching methods.

Start datas:
September 14 to Dacambar 14/83

GRAPHIC ARTS

Advanced Photo-Retouching **RETO 903**

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Material Fee: $40.00

Prerequisite: Successful completion of Photo-Retouching (RETO 902) or permission of the instructor based on equivalent experience. Students work with photo dyes in both black and white and colour. Highlighting and blending exercises are carried out along with more detailed retouching techniques.

Start dates:
January 18 to April 18/84

Cartooning **CART 808**

Wednesdey, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start dates:
September 14 to December 14/83
January 18 to April 18/84

Advertising Design Basic **ADES 900**

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $25.00

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups and colour separation by amberlith overlays.

Start dates:
September 14 to December 14/83
January 18 to April 18/84

Advertising Design Advenced **ADES 902**

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $25.00

Prerequisite: Advertising Design Basic ADES 900 or equivalent qualifications or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start dates:
September 19 to December 19/83
January 16 to April 16/84

Screen Printing

Screen Printing (Basic) **SP 901**

Monday, 1800-2130 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $35.00

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters. Stencil cutting, colour mixing, screenmaking and handprinting.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 12 to December 19/83
January 16 to April 16/84

Screen Printing (Advanced) **SP 903**

Tuesday, 1800-2130 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $40.00

Prerequisite: Successful completion of SP901 (Basic) or equivalent industrial experience.
Course Content: Operation of process camera, line and half-tone filmmaking, film imposition, preparation of indirect and direct photo stencils A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 13 to December 13/83
January 17 to April 17/84

Signwriting and Show Card Writing

Signwriting **SIGN 900**

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $35.00

Course Content: Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction ot Screen Printing.
Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start dates:
September 13 to December 13/83
January 17 to April 17/84

Show Card Lettering **SIGN 901**

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Materials: $35.00

Course Content: This course is designed as an introduction to show card lettering; pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Pen and brush lettering, type faces, colour and layout theory and practice

Start dates:
September 13 to December 13/83
January 17 to April 17/84

Advanced Signwriting and Display Lettering **SIGN 902**

Thursday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00
Material Fee: $40.00

Prerequisite: Successful completion of Signwriting (SIGN 900), SHOW CARD LETTERING (SIGN 901) or permission of the instuctor. The use of colour, layout and letter styles is studied to produce signs, show cards and displays that reflect current marketing trends Airbrush and cut-awl machines are also used to obtain special effects. Screen printing will be introduced as a means to reproduce signs and show cards. Calligraphy is studied and practiced as it relates to the sign industry.

Start dates:
September 15 to December 15/83
January 19 to April 19/84

General Interest Courses

Interior Design and Decoration **DES 801**

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of: furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Start dates:
September 13 to December 13/83
January 17 to April 17/84

GRAPHIC ARTS

Advertising Copy for Posters and Print **ADES 903**

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

This course is designed to teach students the fundamentals of writing advertising copy for posters, newspapers and magazines advertisements. Students learn: the history of advertising, mechanics of advertising, advertising vocabulary, consumer action statements, persuasive copy, slogans, etc. Also covered are the certain types of public service advertisements and the preparation of copy. Emphasis is placed on grammar and language.

Start dates:
September 14 to December 14/83
January 18 to April 18/84

Advertising Copy for Radio and T.V. **ADES 904**

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $55.00

This course is designed to teach students to write advertising copy for radio and t.v. Topics discussed include: the advantages and disadvantages of advertising by radio and/or t.v., the extent and nature of radio and t.v. audiences, spot broadcast advertisements, commercial announcing techniques, jingles and sound and musical effects. Students are also exposed to the technical aspects of producing a commercial either for radio or for t.v.

Start dates:
September 12 to December 19/83
January 16 to April 16/84

Watercolour Painting **WATR 807**

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolour media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice.

Start dates:
September 12 to December 19/83
January 16 to April 16/84

Portrait Painting **PAIN 904**

Wednesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

Prerequisite: Basic drawing knowledge
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to Portraiture. Students will also study Old Masters Techniques and work from models in any media they choose. (Oil, tempera, acrylic, water colour or pastel).

Start dates:
September 14 to December 14/83
January 18 to April 18/84

Tapestry Weaving **WEAV 800**

Monday, 1830-2130
St. James Campus
42 hours
Fee: $65.00
Material Fee: $15.00

This course is an introduction to basic Gobelin tapestry techniques including: control of shape and texture, a history of tapestry, tapestry design, cartoon drawing, building a large frame loom and weaving a tapestry.

Start date:
October 3 to January 16/84

Photography — Picture Composition **PHOT 803**

Monday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00

This course is designed for the amateur photographer who wishes to improve the quality of his or her photographs. Although technical problems are considered, the main emphasis is on the aesthetics of photography with lectures on composition, shape and form, colour, aesthetic terminology, light, analysis of one's own work. Discussion of assignments contributes to a large part of the class work. As well, an introduction to the master photographers, relating their work to the areas of study, is explored.

Start dates:
September 12 to December 19/83
January 16 to April 16/84

Woodcerving **WOOD 800**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
35 hours
Fee: $55.00

Course content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques.
Students must supply all materials for class.

Start dates:
September 28 to December 7/83
January 18 to March 28/84

Visual Communications and Photography

Basic Audio-Production Techniques **ADIO 923**

Monday and Wednesday 1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start dates:
September 26 to December 5/83
April 4 to June 11/84

Audio Production Techniques **ADIO 928**

Monday end Wednesday, 1800-2230 hrs.
St. James Campus
90 hours
Fee: $230.00

Prerequisite: Basic Audio Production Techniques ADIO 923 or similar course and/or experience
Course Content: This course is designed to extend the working knowledge of those who have already completed ADIO 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions

Start date:
January 16 to Merch 21/84

Basic Cinematography **CINE 922**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics. Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start dates:
October 4 to November 22/83
January 3 to Februery 21/84

Cinemetography **CINE 925**

Tuesday end Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $155.00

Prerequisite: Basic Cinematography CINE 922
Course Content: Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start date:
April 3 to May 15/84

GRAPHIC ARTS

Introduction to Photography **PHOT 800**

Monday or Tuesday or Wednesday, 1830-2130 hrs.
Case Lome Campus
30 hours
Fee: $50.00
Materials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended

Start dates:
Sept. 26,27,28 to Dec. 5 or Nov. 29 or 30/83
Jan. 9,10,11 to March 12,13 or 14/84
April 2, 3, 4 to June 11, 5 or 6/84

Intermediate Photography **PHOT 801**

Monday, 1830-2130 hrs.
St. James Campus
30 hours
Fee: $50.00
Material Fee: $10.00

This course gives an intensive grounding in photographic principles with particular emphasis given to the understanding of precise exposure control. Darkroom and printing skills are explored in detail. Topics of discussion include: various black white film processes, lighting techniques, basic colour and various creative approaches to photography. Students are expected to have their own camera systems. (A hand held light meter is not essential but would be beneficial.) Students must supply all film and paper. The College provides all processing solutions.

Start dates:
September 12 to November 21/83
Jenuery 16 to Merch 19/84

Advanced Photography **PHOT 802**

Wednesday, 1830-2130 hrs.
St. James Campus
45 hours
Fee: $75.00
Materiels Fee: $10.00

This course is designed to improve visual articulation and provide students with advanced black and white photographic procedures. Subjects covered include: applied lighting techniques, formal and informal portraiture, commercial studio techniques, advanced black and white film controls and darkroom techniques

Start date:
January 18 to April 25/84

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses

Introduction to Typography **COMP 105X**

Saturday, 0800-1200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $15.00

Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields requiring a knowledge of type and its function. It is intended to help the student develop an awareness of type and typographic design
Course Content: The history of the alphabet, measurement, classification and recognition, enabling the student to make informed decisions involving the use of type. Practical assignments will involve copyfitting and mark-up, the use of text and display type and the handling of illustrations and colour in design.

Start date:
September 10 to Jenuery 7/84

Introduction to Computer Typesetting **COMP 100X**

Tuesday and Wednesday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: No prerequisite; however persons wishing to enter COMP 200 should realize that typing ability is necessary.
This course is intended as an introduction to the basic principles of typesetting and is the prerequisite (in addition to typing skills) to COMP 200 Phototypsetting Keyboard Operation and Concepts
Course Content: The development and purpose of typesetting. Significant differences between the skills of typesetting and word processing. Typesetting contrasted with word processing. Type design: serif and sans serif faces, font and family. The typesetter's measuring sytem: inches, picas, ems, points, and units, and how these relate one to the other. Typography: arranging type on a page, wordspacing, line spacing, kerning. Copyfitting basics, proofmarks, typeface identification, basic layout and mark-up. Time will be spent in hand typesetting involving the student in a number of small practical assignments. A plant visit and some exposure to the College phototypesetting system will be included.

Start dates:
September 6 to October 25/83
October 26 to December 14/83

Introduction to Printing Process **COMP 106X**

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $35.00
Materials: $15.00

The course is intended for persons employed in copy preparation offices, editorial work and in fields where knowledge of the production of printed material would be desirable; or, for persons wishing an overview of the printing trades prior to deciding on further studies in the different skills taught by the College
Course Content: Information is presented via lecture and demonstration most of the major techniques involved in the printing of material. Instructors in the different production areas discuss and demonstrate their specialty allowing, as far as possible, free exchange among class members regarding problems peculiar to the given subject. The areas involved are copy preparation, typesetting, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing and bindery and finishing techniques, estimating and office procedures
A mark is not issued for this course, however, College records will be kept on a student's completion or non-completion based on an attendance of not less than 60% of allotted class time.

Start dates:
September 12 to November 21/83
January 9 to March 12/84

Typography I **COMP 330X**

Saturday, 0800-1200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $25.00

Prerequisite: Preference will be given to persons employed in Graphic Arts industries
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start dete:
Jenuery 7 to April 21/84

GRAPHIC ARTS

Computer Typesetting (Keyboard Operetion and Concepts) **COMP 200X**

Tuesday and Wednesday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $45.00

Prerequisites: COMP 100X; typing at 25 wpm minimum (50 wpm is advisable if the student wishes to obtain employment in this field).
Course Content: Instructing a computer typesetting device by coding, formatting using macros. The work to be produced by the student ranges from straight text to tabular matter of medium difficulty.
This course is an individual learning course enabling more able persons to progress at a greater speed than normal under traditional teaching methods.

Start dates:
October 26 to December 14/83
Janvery 10 to Februery 28/84

Advanced Computer Typesetting **COMP 300X**

Monday and Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meteriels: $45.00

Prerequisites: Completion of COMP 200X
Course Content: Extensive exercises in various kinds of typesetting. Tabular, run around format writing, conditional control coding, format storage at keyboard, CPU storage and the advantages and disadvantages of each. Editing terminal operation and uses, i.e. global search and change, correction, storage on disc. different coding methods that produce the same result and discussions of possible advantages of each. Outside character grid work inlcuding some French language typesetting

Start dete:
September 12 to November 3/83
Merch 5 to April 26/84

Paper and Film Assembly (Paste-up) **COMP 110X**

Tuesday and Thursdey, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $45.00

Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, to advanced camera ready artwork, using Amberlith overlays for multicolour work. Ruling techniques are demonstrated
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 headliner machines (Phototypesetters).

Start dates:
September 6 to October 25/83
October 27 to December 15/83
Jenuery 10 to Februery 28/84
Merch 6 to April 24/84

Mark-Up for Typesetting **COMP 320X**

Saturday 0800-1200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $30.00

Prerequisites: COMP 200, or COMP 330, or permission of the instructor
Course Content: Mark-up procedures used in the commercial typesetting field. The course will include identification of the most common typefaces. Methods of determining choice of typeface and size within the range of work being considered. Terminology used in various forms of typesetting will be explained: i.e. macros, formats, explosions etc. Writing of formats to facilitate production. Tours of progressive plant(s) may be arranged. A series of progressive assignments will be given which will involve the writing of macros. A number of assignments will be produced by a commercial typesetting house to prove the students' work.

Start date:
September 10 to Janvery 7/84
Janvery 14 to April 21/84

Photomechanical Reproduction **CAM 100X**

Tuesday and Thursday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start dates:
September 6 to October 25/83
November 8 to Janvery 10/84
Janvery 17 to March 6/84
Merch 20 to Mey 8/84

Photomechanical Reproduction **CAM 200X**

Monday and Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 100X or equivalent industrial experience
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Start dete:
September 7 to October 31/83
Janvery 16 to March 5/84

Photomechenical Reproduction **CAM 300X**

Monday and Wednesdey, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of CAM 200X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment.

Start dete:
November 7 to Janvery 9/84
Merch 19 to Mey 16/84

Photomechanical Reproduction — Scenner **CAM 330X**

Tuesday and Thursdey 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisites: Completion of CAM 300X or equivalent trade knowledge
Course Content: principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proffing, future trends.

Start dete:
Janvery 11/83
September 6 to October 25/83
Janvery 17 to March 6/84

Register early to avoid disappointment

GRAPHIC ARTS

Film Imposition/Printing
Surface Preperation PSP 100X

Tuesdey and Thursdey
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates.

September 6 to October 25/83
November 8 to Januery 10/84
Januery 17 to Merch 6/84
Merch 20 to May 8/84

Film Imposition/Printing
Surface Preperation PSP 200X

Monday and Wednesdey
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisite: Completion of PSP 100X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of prepress colour proofing is shown.

Start detes:
September 7 to October 21/83
Jenuery 1 to Merch 5/84

Film Imposition/Printing
Surface Preperation PSP 300X

Monday and Wednesdey
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $75.00
Materiels: $45.00

Prerequisite: Completion of PSP 200X or equivalent experience
Course Content: The emphasis at this level is on four colour process stripping procedures both negatives and positives. This will include the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photo composing

Start detes:
November 7 to Januery 9/84
Merch 19 to Mey 10/84

Mechine Printing
Flexography FLEX 200X

Tuesdey, 1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisites: Preference will be given to candidates with pressroom experience
Course Content: A basic course in the fundamentals of flexographic printing covering: safety, good housekeeping, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, flexographic ink metering system, position and register, substrates, rnning problems and corrections.

Start dete:
September 6 to December 13/84

Machine Printing
Flexography FLEX 300X

wednesdey, 1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisite: Completion of FLEX 200X or permission of instructor.
Course Content: An advanced course in flexographic printing on various substrates. The use of Photopolymer and rubber plates for process printing; the use of a two roller ink system or the doctor blade method used for process printing.

Start dete:
September 7 to December 14/83

Mechine Printing
Rotogrevure ROTO 200X

Tuesday, 1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisite: Preference will be given to candidates with pressroom experience
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, inc viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Start dete:
Jenuery 10 to April 17/84

Mechine Printing
Rotogrevure ROTO 300X

Wednesdey, 1800-2200 hrs.
St. James Cempus
60 hurs
Fee: $65.00
Materials: $50.00

Prerequisite: Completion of ROTO 200X or permission of instructor
Course Content: An advanced course in rotogravure printing with exercises in multipcolour and four colour process printing, colour mixing, ink formulation for process printing and theory of electronic register control.

Start dete:
Jenuery 11 to April 18/84

Machine Printing —
Offset LITH 100X

Mondey, Tuesdey or Thursdey
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Materials: $50.00

Course Content: A basic course in the fundamentals of offset lithography (on 1250 multilith presses) covering feeding, register, dampening sytems, ink control and running of one colour and two colour projects. This course leads to LITH 105X.

Start detes:
September 6,8,12 to Dec. 13,15 & Jan. 9/84
Jen. 10,12,16 to April 17,19 & 23/84

Machine Printing —
Offset LITH 105X

Wednesdey, 1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisite: Successful completion of LITH 100X or permission of instructor.
course Content: An advanced course in offset lithorgraphy (on 1250 multilith presses) covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for the printing of multi-colour projects. This course leads to LITH 110X.

Start dete:
September 7 to December 14/83
Jen 11 to April 18/84

Machine Printing —
Offset LITH 110X

Tuesdey or Wednesdey
1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meteriels: $50.00

Prerequisite: Successful completion of LITH 105X or permission of instructor.
Course content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping, safety, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, Inking, register systems, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to LITH 210X or LITH 230X.

Start detes:
Sept. 6 & 7 to Dec. 13,14/83
Jen. 10 & 11 to April 17,18/84

GRAPHIC ARTS

Machine Printing —
Offset LITH 210X

Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 110X or permission of instructor.
Course Content: An intermediate course in offset lithography on signle colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to LITH 220X

Start detes:
September 8 to December 15/83
Januery 12 to April 19/84

Machine Printing —
Offset LITH 220X

Wednesdey, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Successful completion of LITH 210X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundmentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and four-colour process projects.

Start detes:
September 7 to December 14/83
Januery 11 to April 18/84

Machine Printing —
Web Offset LITH 230X

Wednesdey
1800-2200 hrs.
St. James Campus
60 hours
Fee: $65.00
Materials: $50.00

Prerequisite: Successful completion of LITH 210X and/or permission of instructor.
course content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36"x22-3/4" cutoff) which will include the following: plate bending, plate packing, premakeready, web-up, damp-up and ink-up procedures. Pressroom safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment.

Start dates:
September 7 to December 14/83
Januery 11 to Aprll 18/84

Machine Printing —
Web Offset LITH 330X

Tuesdey, 1800-2200 hrs.
St. James Cempus
60 hours
Fee: $65.00
Meterials: $50.00

Prerequisite: Successful completion of LITH 210X and/or permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36"x22-3/4" cutoff). This course will cover a review of LITH 230X and will include the make ready and running of more complex projects. This course will include make ready and running one colour two-sided with 1/4 fold, changeover to two web operation tabloid fold (blank stock), make ready and run double parallel fold and one colour two sides (one web); make ready and run double parallel fold, two colours on two sides (one web)

Start detes:
September 6 to December 13/83
Jenuery 10 to April 17/84

Binding and Finishing BIND 125A-B
BIND 225A-B
BIND 325A-B

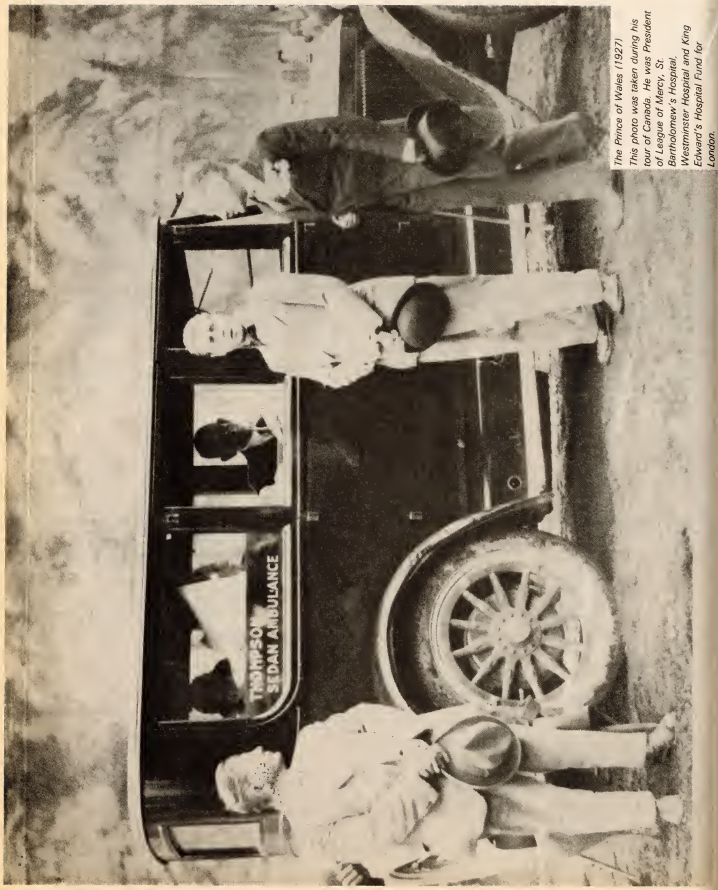
St. James Cempus
60 hours
Fee: $65.00

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines (Polar Gergec Computerized cutter control (on Polar 45-1/4" and Seybold 42")
Baum Folder — Pile Feed (17-1/2" x 22-1/2" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2" x 31-1/2")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Müller Gathering Machine — Type 201
Müller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Smyth No. 38 Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Smyth No. 1 Casemaker
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category

BIND 125A	BIND 125B
BIND 225A	BIND 225B
BIND 325A	BIND 325B

Start detes:
September 7 to December 19/83
January 3 to April 24/84

Note:
All inquiries and course registretions for Bindery are to be hendled by the bindery are to be hendled by the bindery Depertment. Phone 967-1212 ext. 3256.



The Prince of Wales (1927) This photo was taken during his tour of Canada. He was President of League of Mercy, St. Bartholomew's Hospital, Westminster Hospital and King Edward's Hospital Fund for London.

HEALTH SCIENCES

Dental Technology

Roundhousa **DENT 906**

Monday and Wednesday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt). Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and orthodontics. Participants must be working Dental technicians, and should have experience in all areas previously mentioned.

Start data:
April 18 to June 27/83

Survay & Design in Partial Dantures **DENT 914**

Saturday and Sunday
0900-1700 hrs.
Casa Loma Campus
12 hours
Fee: $17.00

The purpose of this workshop is to familiarize participants with a better understanding of basic design and techniques in partial dentures. Students must be working Dental Technicians.

Start data:
Novembar 5 to November 6/83

Complata Dantures-Aasthetic Set Ups for Anterior Teeth **DENT 915**

Saturdays
0900-1700 hrs.
Casa Lome Campus
14 hours
Fee: $19.00

This course is designed to acquaint students with the set-up and arrangements of anterior teeth. Participants must be working Dental Technicians working in the Denture Department specializing in set up.

Start date:
Octobar 1 to Octobar 8/83

Precision Attachments **DENT 917**

Friday, 1800-2200 hrs.
Saturday, 0900-1700 hrs.
Casa Loma Campus
11 hours
Fee: $16.00

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the Crown & Bridge phase. Participants should presently work in the Crown and Bridge Department or have done so in the past.

Start data:
April 6 to April 7/84

Framework Design for Porcalain Fused to Matal **DENT 918**

Saturday and Sunday
0800-1700 hrs.
Casa Loma Campus
16 hours
Fee: $21.00

The emphasis of this course will be on the construction of different types of bridge frame design (wax-up stage only). Participants must be working Dental Technicians with experience in Crown and Bridge work.

Start data:
January 21 to January 22/84

Metal-Ceramic Restorations **DENT 919**

Saturday
0900-1600 hrs.
Casa Loma Campus
12 hours
Fee: $17.00

The purpose of this workshop is to acquaint students with the nature of porcelain, the nature and properties of alloys, and porcelain-metal systems. Participants must be working Dental Technicians.

Start dete:
February 18 to February 25/84

Dental Materials **DENT 922**

Mondays, 1830-2130 hrs.
Case Loma Campus
30 hours
Fee: $35.00

This course is designed to give the student the necessary theory and practice in the selection and manipulation of dental materials used in dental laboratory technology. Participants must be working Dental Technicians or Auxiliaries.

Start dete:
September 12 to Novembar 21/83

Introduction to Crown & Bridga **DENT 923**

Monday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $65.00

This course will introduce the student to the field of fixed prosthodontics including such topics as basic dental anatomy; fabrication of models and dies; introduction to the physiology of occlusion; wax-up of inlays, crowns and bridges; pontic design; sprung, investing, casting, trimming, fitting, polishing and soldering. Participants must be working Dental Technicians or Auxiliares and have completed DENT 922.

Start date:
Novamber 28 to April 23/84

Dental Anatomy-Introduction to Tarminology & Tooth Morphology **DENT 925**

Thursdays, 1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $35.00

At the successful completion of the course, students will be familiar with the terminology and form of the primary and secondary teeth; the development, structure and function of teeth and their supporting tissues; the eruption chronology of both dentitions, the functional relationships of the surrounding oral structures, and variations and anomalies of dental morphology. Participants must be working Dental Technicians or Auxiliaries.

Start date:
Saptambar 8 to November 10/83

Physiology of Occlusion-Introduction to Complete Dentures **DENT 926**

Thursdeys, 1830-2130 hrs.
Cese Loma Campus
36 hours
Fee: $41.00

A lecture and laboratory course providing basic knowledge of handling impressions, production of gypsum and stone casts, custom trays, baseplates and occlusal rims, articulator mounting, setting up of teeth into occlusion and waxing for finishing. A large portion of the time will be devoted to the physiology of occlusion and setting of teeth. Participants must be working Dental Technicians or Auxiliaries and have completed DENT 925.

Start dete:
Dacember 1 to Merch 1/84

Dynamics of Occlusion—Introduction to Gnathology & the Stomatognathic Systam **DENT 927**

Thursdays, 1830-2130 hrs.
Casa Loma Campus
24 hours
Fee: $29.00

This course will provide knowledge of the various types of articulators, their function and limitations; the facebow and other accessories; the physical factors of determinants of occlusions; both static and dynamic; the synergism of the components of the masticatory process. Participants must be working Dental Technicians or Auxiliaries, and have completed DENT 925 and DENT 926.

Start date:
March 22 to May 10/84

Introduction to Basic Design Principles in Orthodontics **DENT 928**

Friday, 1800-2200 hrs.
Saturday, 0900-1700 hrs.
Casa Loma Campus
11 hours
Fee: $16.00

This basic course is designed to acquaint students with techniques of manipulation and soldering various guages of wire as well as the fabrication of band spacers. Participants must be working Dental Technicians.

Start data:
January 13 to January 14/84

Internal Staining **DENT 929**

Friday, 1800-2100 hrs.
Saturday, 0900-1700 hrs.
Casa Loma Campus
10 hours
Fee: $15.00

This course will offer the techniques necessary in the matching of various stains to natural dentitions. Participants must be working Dental Technicians specializing in Ceramics.

Start date:
Merch 9 to Merch 10/84

Know your objectives before you enroll — see a counsellor.

Orthodontics
Duties Seminer **DENT 920**

Friday, 1900-2130
Saturdey, 0930-1630
Cese Lome Campus
8.5 hours
Fee: $125.00

Prerequisite: Licensed Dental Hygienist
Course Description: This course is designed to introduce the student to the various duties which can be performed legally by Dental Hygienists. These duties are: separation of teeth prior to banding; cementation of bands previously fitted by the dentist; direct and indirect bonding of brackets to teeth; ligation and removal of arch wires; removal of bands and bonded brackets.

Stert dates:
November 26 to November 27/83
Februery 10 to Februery 11/84
April 27 to April 28/84

Redietion Protection **DENT 931**

Thursdey, 1830-2130 hrs.
Seturdey(2), 0900-1700 hrs.
Cese Lome Campus
38 hours
Fee: $43.00

Required Prerequisites: This course is designed for individuals working in the dental office who have not had formal community college training in dental radiography and who are not qualified to take radiographs under Section 5(3) of the Healing Arts Radiation Protection Act Bill 177.
Candidates must provide evidence that they are working in a dental office and are routinely taking and processing x-rays under the direction of a dentist.
Course Description: This course presents a theoretical and practical study of the principles and applications involved in the employment of radiation safety measures in dental radiography. It will be assumed that the students already have competency in oral facial anatomy, the exposure, processing and mounting of dental radiographs, and some understanding of basic x-ray physics.

Stert dates:
September 1 to October 20/83
October 27 to December 3/83

Dental Assisting Part-time

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable **a working Dental Assistent** to complete the required courses leading to a certificate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five calendar years.

Applicants should have an Ontario Secondary School Graduation Diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.

Application forms and general information may be obtained from Bonnie Weglarz, Health Science Division.

Note: It is recommended that applications should be received before June 30.

The following courses must be completed in order to obtain the certificate

Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Cardiopulmonary Resuscitation

Cardiopulmonery Resuscitetion— Basic Rescuer **CPR 902**

Monday end Thursdey (Cese Lome)—Open to George Brown Students only.

Tuesdey end Thursdey (Nightingele Campus)—Open to anyone.
1730-2130 hrs.
12 hours
Fee: $17.00
Meteriels: $3.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course.
Note: Plesse register et least one week prior to the start of the course.

Start dates:
Case Lome Campus
October 6 to October 17/83
October 20 to October 27/83
November 10 to November 17/83
November 24 to December 1/83
December 8 to December 15/83
Januery 12 to Januery 19/84
Februery 2 to Februery 9/84
Februery 16 to Februery 23/84
Merch 1 to Merch 8/84
Merch 15 to Merch 22/84
April 5 to April 12/84
April 19 to April 26/84
May 3 to May 10/84
May 24 to May 31/84
June 7 to June 14/84
end
Seturdey, Januery 21/84
0800-1700 hrs.

Nightingele Campus
October 11 to October 18/83
November 8 to November 15/83
December 6 to December 13/83
Januery 10 to Januery 17/84
Februery 14 to Februery 21/84
Merch 13 to Merch 20/84
May 8 to May 15/84
June 12 to June 19/84

Le reenimetion Cerdio-Pulmonaire— Premiers Soins **CPR 904**

merdi
17h30-21h30
Cese Lome Campus
12 heures
Coût: 17$
Metériel: 3$

Les apprenants maîtrisent les concepts des soins cardiaques urgents ainsi que les techniques psychomotrices précises de la réanimation cardio-pulmonaire à pratiquer en cas de la défaillance cardio-pulmonaire chez l'enfant et l'adulte. Ce cours suit de très près les recommandations de la Fondation Canadienne des Maladies de Coeur.

Dates du début des cours:
le 11 octobre/83
le 8 novembre/83
le 7 février/84

Cerdiopulmonery Resuscitetion— Basic Rescuer Recertification **CPR 903**

Monday and Wednesdey
1800-2130 hrs.
Cesa Lome Campus
7 hours
Fee: $12.00
Meteriels: $2.50

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.
Note: Plesse register et least one week prior to the start dete of the course:

Start dates:
Cese Lome Campus
October 3 to October 5/83
October 31 to November 2/83
December 5 to December 7/83
Januery 9 to Januery 11/84
Februery 13 to Februery 15/84
Merch 12 to Merch 14/84
April 2 to April 4/84
April 30 to May 2/84
June 4 to June 6/84

Nursing Certificate (Credit Courses)

The Collaborative Community College Program for Occupational Health Nurses **NU 408**

This academic year, George Brown College is scheduled to offer one of the ten courses in this program. These courses are offered **only** to registered nurses employed in an occupational health setting

Occupational Hygiene & Health Surveillance **NURS 917**
(Part of The Collaborative Community College Program For Occupationel Health Nurses

Wednesday, 1830-2130 hrs.
Nightingale Campus
45 hours
Fee: $50.00

Prerequisite: Current Certificate of Competence from the College of Nurses of Ontario; current employment as an occupational health nurse.
Course Content: The focus of this 45 hour course is to provide knowledge to recognize and evaluate environmental factors or stresses in the workplace as related to the control of work injuries and/or impaired health. This includes hazards such as chemicals, physical agents, biological materials, radiation and extremes of pressure, temperature and humidity. Incorporated into the content is health surveillance practices for employees working at risk. Emphasis is on health control measures, the physiological and psychological effects of exposure, and recommended health and safety practices

Start date:
September 7 to December 14/83

R.N.: Critical Care Nursing **NU 400**

Nightingale Campus

Prerequisites: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an Information/Selection session.
Course Content: The goal of this program is to prepare registered nurses to give competent care to critically ill individuals. The program is organized in two Phases.
In Phase I, the focuse is upon learning core concepts of nursing critically ill individuals whose vital signs have stabilized. Phase I has been broken into a series of eight theory and practicum courses. These courses may be challenged for credit.
In Phase II, the focus is upon continuing to apply core concepts while nursing patients whose condition is unstable due to complex multisystem problems.
The supervised clinical practice courses provide an opportunity for the learner to apply knowledge and develop skill in assessing, planning, giving and evaluating care for critically ill individuals.
Theory courses may be taken on a part-time basis. Clinical practice must be completed on a full-time basis.

Individuel Coursas in the Program

Phase I

Neurosurgical/Neurological & Gastrointestinal Nursing: Theory **NEUR 404**
30 hours

This course provides the theoretical knowledge for the registered nurse to care for critically ill but stable individuals suffering from selected, common disorders of the central nervous system and the gastrointestinal system.
Theory includes anatomy and physiology, pathotherapeutics, medical assessment and management, nursing assessment and management, selected skills and selected medical-moral issues relevant to caring for a person suffering from selected, common disorders of the central nervous system and the gastrointestinal system.

Neurosurgical/Neurological & Gastrointestinal Nursing: Practicum **NEUR 405**
35 hours

This course provides an opportunity for the registered nurse to apply knowledge while planning and giving care to critically ill but relatively stable individuals suffering from selected, common disorders of the central nervous system and the gastrointestinal system.

Cardiovascular Nursing: Theory 30 hours
Cardiovascular Nursing: Practicum 70 hours
Respiratory Nursing: Theory 24 hours
Respiratory Nursing: Practicum 35 hours
Renal Nursing 16 hours

Nursing Issues & Values **HUMN 402**
20 hours

The group process portion of this course focuses on understanding human behaviour. It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting.
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content include the study of value systems, relevant law and the issues of truth, confidentiality and consent.

Phase II

Critical Care Nursing: Theory-Advanced **CCN 403**
100 hours

Focus in this course is upon the development of knowledge and skills necessary for the registered nurse to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Core concepts remain the same, but are explored in greater depth.
Content is presented in a case study format—situations in which complicated, multisystem, interrelated patient problems are analyzed. Relevant pathophysiology, assessment, medical and nursing interventions are studied.
Opportunity is provided to consider principles of leadership and to develop teaching skills. Related nursing skills are obtained through practice in the clinical laboratory. Time is provided for goal-directed, independent study.

Critical Care Nursing: Practicum-Advenced **CCN 404**
165 hours

This course provides for the clinical application of theory and skill obtained in Critical Care Nursing: Theory-Advanced. Care is given to patients who are critically ill with complex multisystem problems and who require sophisticated assessment and supportive tools.

Stert Dates and Fees:

Phase I
Neurosurgical/Neurological & Gastrointestinal Nursing: Theory **NEUR 404**
Wednesday, 0900-1600 hrs.
September 21 to October 19/83
Fee: $35.00

Neurosurgical/Neurological & Gastrointestional Nursing: Practicum **NEUR 405**
Monday to Friday
October 24 to October 28/83
Fee: $40.00

Cerdiovescular Nursing: Theory **NURS 939**
Wednesday, 0900-1600 hrs.
November 2 to November 30/83
Fee: $35.00

Cerdiovescular Nursing: Practicum **NURS 940**
Monday to Friday
December 5 to December 16/83
Fee: $75.00

Respiratory Nursing: Theory **NURS 941**
Wednesday, 0900-1600 hrs.
Januery 4 to Januery 25/84
Fee: $29.00

Respiratory Nursing: Practicum **NURS 942**
Monday to Friday
January 30 to Februery 2/84
Fee: $40.00

Renel Nursing **NURS 943**
Wednesday, 0900-1600 hrs.
Februery 8 to Februery 22/84
Fee: $21.00

Nursing Issues & Values **HUMN 402**
Wednesday, 0930-1530 hrs.
Februery 29 to March 21/84
Fee: $25.00

Phase II
Critical Care Nursing: Theory-Advanced **CCN 403**
Wednesday, 0900-1600 hrs.
March 28 to July 18/84
Fee: $105.00

Critical Care Nursing: Practicum-Advanced **CCN 404**
Monday to Friday, Fall 1984
Fee: To Be Announced

R.N.: Neurosurgical/Neurological Nursing

The goal of this group of courses is to prepare registered nurses with added competencies in order that they can provide specialized care to individuals with altered functions of the nervous system.
Registered nurses who elect to earn a certificate in Neurosurgical/Neurological Nursing may do so by completing all Critical Care Nursing: Phase I courses plus the four advanced courses in Neurosurgical/Neurological Nursing. However, those interested primarily in advancing their expertise in neurosurgical/neurological nursing may take only the two Critical Care Nursing: Phase I courses, Neurosurgical/Neurological & Gastrointestinal Nursing: Theory and Practicum, plus the four advanced courses in Neurosurgical/Neurological Nursing. These six courses will count as credits but a certificate will not be granted.

Individual Courses in the Program

Neuroanatomy & Physiology NEUR 400
45 hours

Recognition of the occurence and significance of physiological dysfunctions in the nervous system with resulting impairment of basic body functions and processes of the human mind requires a thorough knowledge of neuroanatomy and physiology and of the interrelationships with other body systems, especially the respiratory and cardiovascular systems.
This course provides an in-depth study of the nervous system. To ensure mastery of knowledge and understanding of this complex system, various learning tools are utilized e.g. programmed texts, independent learning packages, tutorials.

Naurosurgical/Naurological Nursing: Pathotherapautics NEUR 401
30 hours

In addition to a sound knowledge of the anatomy and physiology of the nervous system, understanding the surgical and/or medical management of the individual with a dysfunction of the nervous system is essential. This course provides the learner with a two-fold focus:
—a systematic pattern of the surgical and/or medical management of the individual with a nervous system dysfunction with emphasis on neurological evaluation.
—a study of the surgical and/or medical management of selected, common dysfunctions of the nervous system.

Neurosurgical/Neurological Nursing: Theory & Labs NEUR 402
25 hours

Nursing management of the individual with neurosurgical/neurological problems requires the nurse to have a thorough understanding of broad nursing concepts based on a sound knowledge of neuroanatomy and physiology, pathotherapeutics and relevant social science principles. This course builds on the knowledge, skills and attitudes acquired in Critical Care Nursing—Phase I and concentrates on:
—identification of short- and long-term nursing deficits of the patient with a neurosurgical/neurological problem.
—the ability of the nurse to respond skillfully and effectively to the changing needs of this patient.

Nursing theory is organized around selected responses/processes/phenomena of patients with neurosurgical/neurological problems.

NURS 933
PHAR 900
NURS 931
NURS 927
NURS 932
NURS 934
NURS 935

12-Lead ECG: Analysis & Interpratation NURS 933

Tuesday 1800-2030 hrs.
Nightingale Campus
24 hours
Fee: $29.00

This is an advanced course in electrocardiogram analysis and interpretation. The course is designed to provide the learner with knowledge of the heart and its electrical activity and with the skills necessary for analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms (ECG). Topics include myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, aberrancy, myocardial aneurysm, electrolyte abnormalities and drugs. Emphasis is placed on a systematic approach to 12-lead ECG analysis. The course format includes learner participation in discussions, practical work with 12-lead ECG's, periodic quizzes and a final exam.
Pre-requisites: • Registered nurse or medical doctor
• Recent basic course in arrhythmias and/or recent experience working with cardiac monitors

Start datas:
Septembar 27 to Novambar 29/83
March 20 - May 22/84

Pharmacology for Registared Nursas PHAR 900

Monday, 1730-2030 hrs.
Nightingala Campus
45 hours
Fee: $50.00

The purpose of this course is to permit registered nurses to update in pharmacology. Content includes a review of the basics of pharmacology; sources of information about drugs; drug classification into groups; study of groups according to effect/action, uses, side and toxic effects, and implications for administration. Content is presented through lectures, discussions and individual study.
(No classes December 12 to December 28/83)

Start date:
September 19 to January 16/84

Physical Assessment NURS 931

Wednesday 1830-2130 hrs.
St. James Campus
36 hours
Fee: $41.00

This course teaches the registered nurse to understand and utilize the skills of physical assessment—inspection, palpation, percussion, auscultation—within the context of the overall assessment of the patient. History taking and psychosocial assessment is included.

Start dates:
Septamber 21 to December 7/83
January 18 to April 4/84

R.N. Examination Review NURS 927

Monday and Thursday
1800-2100 hrs.
Nightingale Campus
54 hours
Fee: $59.00

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course will consist of: • a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing — presented in seminar format • guidelines re how to write multiple choice examinations • practice writing comprehensive, multiple choice examinations similar to provincial registration examinations.

Start dates:
October 17 to Dacember 15/83
March 5 to May 3/84

Understanding Fluid and Electrolyta Imbalance NURS 932

Tuesday, 1900-2200 hrs.
Nightingale Campus
15 hours
Fee: $20.00

This is a course in applied physiology. The course covers the basic factors involved in maintaining normal fluid and electrolyte balance and then relates such understanding to the areas of disease and treatment of the patient. Replacement fluid therapies, hyperalimentation, dialysis, and monitoring methods will be studied. Laboratory test results and relevant case histories will be analyzed.
Pre-requisite: Course in basic anatomy and physiology

Start dates:
October 11 to November 8/83
February 21 to March 20/84

Cardiovascular Physiology and Pathophysiology NURS 934

Tuesdays 1900-2200 hrs.
Nightingale Campus
15 hours
Fee: $20.00

This is a course in applied physiology of the cardiovascular system. The course examines the structure and function of the cardiovascular system under normal and pathological conditions.
Attention is focussed on cardiac physiology and the integrative aspects of the cardiovascular system.
Selected topics in pathophysiology will be included.
In depth discussion of cardiac microphysiology will be a significant part of the course.
This course serves as a foundation for more advanced coronary courses in electrocardiography and coronary care.
Pre-requisite: Course in basic anatomy and physiology

Start datas:
Septembar 6 to October 4/83
January 17 to February 14/84

HEALTH SCIENCES

Understanding the Nervous System in Health and Disease NURS 935

Tuesday, 1900-2200 hrs.
Nightingale Campus
15 hours
Fae: $20.00

This is a course in applied physiology of the nervous system.
Understanding the physiology of this system will form the basis for discussing such topics as pain and stress management, the unconscious patient, cranial and spinal cord injuries, central nervous system functional tests and the control of posture and movement.
Pre-requisite: Course in basic anatomy and physiology

Start dates:
November 15 to December 13/83
March 27 to April 24/84

Neurosurgical/Naurological Nursing: Practicum NEUR 403
165 hours

The practicum provides an opportunity for the learner to obtain concentrated experience caring for patients with neurosurgical/neurological problems throughout all phases of their illness. These experiences are in special neurosurgical/neurological units, neurosurgical intensive care units and rehabilitation units.
Observation visits are included to enable the learner to be aware of special clinics and community resources serving to meet the needs of these individuals.
Prerequisites: current Certificate of Competence, College of Nurses of Ontario, or, if from out-of-province, eligibility for Ontario registration; current nursing experience in an active treatment centre; Basic Rescuer Certificate; Canadian Heart Foundation; attendance at an Information/Selection session.

Start Dates and Fees:
Neurosurgical/Naurological & Gastrointestinal Nursing:
Theory NEUR 404
Wednasday, 0900-1600 hrs.
Septamber 21 to October 21/83
Fee: $35.00

Neurosurgical/Naurological & Gastrointestinal Nursing:
Practicum NEUR 405
Monday to Friday
October 24 to October 28/83
Fee: $40.00

Nauroanatomy & Physiology NEUR 400
Wednesday, 0900-1600 hrs.
Novambar 2 to March 14/84
(no classas December 21 to January 4/84)
Fee: $50.00

Neurosurgical/Naurological Nursing: Pathotherapeutics NEUR 401
Wadnasday, 0900-1600 hrs.
Novamber 2 to March 14/83
(no classas December 21 to January 4/84)
Fee: $35.00

Neurosurgical/Neurological Nursing: Theory & Labs NEUR 402
Wednesday, 0900-1600 hrs.
November 2 to March 14/84
(no classes December 21 to January 4/84)
Fee: $30.00

Neurosurgical/Neurological Nursing: Practicum NEUR 403
Monday to Friday
April 23 to May 25/84
Fae: $170.00

Neonatal Intensive Care Nursing NU 405

The goal of this certificate program is to prepare registered nurses to provide competent, comprehensive nursing care to the critically ill newborn infant in an intensive care setting and to the family. To qualify for a certificate, all six courses of the program must be completed within three years.
Prerequisites: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; Current nursing experience in the field of perinatology ie) obstetrics, nursery, N.I.C.U.; Basic Rescuer Certificate, Canadian Heart Foundation; attendance at an Information/Selection Session.

Individual courses in the program:

Introduction to Parinatal Nursing NURS 938

Tuesday, 0900-1600 hrs.
Nightingale Campus
55 hours
Fee: $60.00

This course provides the registered nurse with knowledge base and understanding of perinatology and the role of the nurse in this field. Content covers: analysis of the concept of family-centered care; stresses which affect the childbearing family and their caretakers; identification and assessment of the psychosocial and physiological risk factors; clarification of personal values, and ethics of perinatal care.

Start date:
Septambar 6 to Novamber 1/83

Naonatal Intensive Care Nursing I: Theory & Labs NEO 412

Tuesday, 0900-1600 hrs.
Nightingala Campus
65 hours
Fee: $70.00

This course deals with the nursing management of the normal and stable critically ill newborn and family. It covers: physical and psychosocial needs of the premature and low birthweight neonate; conditions which may adversely affect the newborn and appropriate nursing prevention/intervention. Skills in the assessment of the newborn and supporting the premature or low birthweight newborn are developed.

Start data:
November 8 to January 24/84

Naonatal Intensiva Cara Nursing I: Practicum NEO 413

Monday to Friday
Nightingala Campus
60 hours
Faa: $65.00

This course provides experience in the neonatal intensive care setting for the student to work with the normal and stable critically ill infant and his family and to demonstrate comprehensive nursing care. The skills which are mastered in this experience include: assessment of the newborn, interpretation of commonly utilized laboratory values and maternal — fetal history-taking.

Start date:
January 30 to Faburary 10/84

Naonatal Intensive Cara Nursing II: Theory & Labs NEO 414

Tuesday, 0900-1600 hrs.
Nightingale Campus
70 hours
Faa: $75.00

Based on the pathotherapeutics and medical management of the unstable, critically ill newborn this course covers the comprehensive nursing care of the newborn and his family including follow-up care after hospitalization.
An important section of this course is the development of advanced skills in assessment and nursing care.

Start data:
Faburary 14 to Juna 5/84

Neonatal Intensive Care Nursing II: Pathotherapeutics NEO 416

Tuesday, 0900 - 1200 hrs.
Nightingala Campus
40 hours
Fee: $45.00

This course deals with the pathology, medical diagnosis and management of major health deviations of the unstable, critically ill neonate from a systems approach.
Transport of the ill neonate and implications for the care given is included.

Start date:
February 14 to May 8/84

Naonatal Intensive Care Nursing II: Practicum NEO 415

Monday to Friday
Nightingale Campus
160 hours
Fee: $165.00

This course provides a concentrated experience in the neonatal intensive care units so that the registered nurse is able to master the necessary advanced skills and give safe, competent care to the unstable, critically ill neonate and his family.

Start date:
June 11 to July 17/84

R.N.: Operating Room Nursing NU 401

The goal of this program is to prepare registered nurses to function as members of the surgical team in operating room theatres. Theory courses may now be taken on a part-time basis.
A certificate is awarded for successful completion of all four courses.
Prerequisites: See R.N. Critical Care Nursing.

What are you doing for the rest of your life?

HEALTH SCIENCES

Operating Room Nursing: Theory and Labs **ORN 400**

Monday
0900-1600 hrs.
Nightingale Campus
120 hours
Fee: $125.00

This course provides a study of the principles and practices of aseptic technique and surgical techniques essential for the nurse to function as a member of a surgical team.
Relevant anatomy, physiology and pathophysiology are presented. Basic aseptic technique skills are practiced in the clinical laboratory.
No classes December 12 to December 26/83

Start date:
Septembar 12 to March 12/84

Operating Room Nursing: Practicum **ORN 401**

Monday to Friday
Hospital as Postad
300 hours
Fee: $305.00

This course provides clinical application of the aseptic and surgical techniques learned in Operating Room Nursing: Theory & Labs. It consists of on-hands practice and observational experiences during planned rotations in the various surgical specialties.

Start date:
March 19 to May 18/84

Operating Room Nursing: Organization and Management **ORN 402**

Monday
0900 to 1600 hrs.
Nightingale Campus
60 hours
Fee: $65.00

This course presents the concepts of organization and management preparing nurses to function effectively in team or leadership roles in an operating room setting. Included also is a study in the nursing research process to explore research methodology for improving patient care. Opportunities to study teaching methods and teaching skills are presented.

Start date:
May 21 to July 23/84

Nursing Issues end Values **HUMN 402**

Monday
0900 to 1100
Nightingale Campus
20 hours
Fee: $25.00

The group process portion of the course focuses on understanding human behaviour It explores and analyses communication techniques and emphasizes listening skills, nonverbal cues and assertiveness. Opportunities to practice these skills are provided in the classroom setting
In the value system portion, the learner explores ethical and moral issues and the implications of these in current nursing situations in an attempt to enhance personal and professional growth. Content includes the study of value systems, relevant law and the issue of truth, confidentiality and consent.

Start date:
October 3 to December 5/83

R.N.: Rehabilitation Nursing NU 403

The goal of this program is the acquisition of rehabilitation knowledge and skills in order to work with the individual who is physically disabled and/or has long-term health care needs
Prerequisites: • Current Certificate of Competence, College of Nurses of Ontario.
• Oné year of nursing experience.

1. Rehabilitation Nursing
— Theory REHN 401

Wadnesday 1800-2100 hrs.
St. John's Hospital
60 hours
Fee: $65.00

This course provides basic theoretical knowledge for the registered nurse to work with individuals who are physically disabled and/or who have long-term health care needs.
Content includes development of a personal philosophy of rehabilitation and the identification and application of principles of adult learning and change theory. The nursing process forms a framework for the assessment of common physical and psychosocial needs of the long-term patient. The application of principles of rehabilitation nursing in areas such as neurology, long-term illness, orthopedics and ophthalmology is stressed.

2. Rehabilitation Nursing
— Practicum REHN 400

Monday to Friday
Hospitel es posted
60 hours
Fee: $65.00

This course gives the registered nurse an opportunity to apply theory and gain increased clinical competence when providing direct care to individuals who are physically disabled and/or have long-term health care needs.

Start detas:
REHN 401 - Theory
- **Septmber 14 to February 15/84 (No classes Dec. 7 to Jan. 4/84)**
- **February 22 to Juna 20/84**

REHN 400 - Practicum
- **February 20-24/84**
- **Juna 25-29/84**

Non-Credit Courses

RNA: Administration of Medications **NURS 913**

Monday, 1730-2030 hrs.
Nightingela Campus
21 hours
Fee: $26.00

This course is offered to nursing assistants registered in the province of Ontario and employed in long term care settings.
Selection of content reflects the guidelines of the Standards of Nursing Practice for R.N.A.'s set by the College of Nurses of Ontario. Principles of drug administration, legal aspects, safety, observation, recording and the effects of common drug groups on the human body are covered. The administration of drugs to the chronically ill and aged persons receive special attention.
Simulated laboratory practices accompany the theory presentations

Start dates:
September 19 to October 31/83
January 16 to February 27/84

R.N.A.: Rehabilitation Nursing-Theory **NURS 937**

Wadnasday 1800-2100 hrs.
Nightingale Campus
45 hours
Fee: $50.00

The focus of this course is understanding the needs of the individual who is physically disabled or has long-term health problems and the implications for the Registered Nursing Assistant.
The content covers:
• development of a personal philosophy of rehabilitation
• principles of learning and teaching
• theory of change and its impact on the patient and the worker
• the application of the nursing process in rehabilitation
• management of patients with specific problems
• the role of the Registered Nursing Assistant in rehabilitation

Start date:
September 7 to December 14/83

Understanding the Electrocardiogrem **NURS 921**

Thursday, 1800-2030 hrs.
Nightingele Campus
16 hours
Fee: $21.00

Prerequisite: Basic course in anatomy and physiology.
The electrocardiogram is a essential assessment tool in the management of arrhythmias. To be dextrous in the use of this tool and to be able to interpret and anticipate requires sound knowledge and practice.
Content of the course centres around cardiac physiology and pathophysiology, understanding bedside cardiac monitors, interpreting the single lead ECG, and the development of dexterity in using these assessment tools.

Start dates:
Septamber 22 to Novamber 3/83
January 19 to March 1/84

HOSPITALITY

George Weston, 1864 - 1924, and family
Founder of George Weston Limited. This photo was taken in the early 1900s. Garfield Weston, the oldest son, stands beside his father.

Hospitality

Certificate Course in Haute Cuisine

The program is designed to meet the ever growing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of individual sections commencing with basic small quantity food, this will give the student the opportunity to apply the principles of cooking, using their ingredients with tested recipes under the guidance of skilled chefs. Each section will be followed in sequence by basic baking, advanced baking, pastry, food, advanced baking and classification of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and upon completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program
Preregistration applies to first five courses only.

Small Quantity Food (Basic) FP 730X

Monday, Tuesday, Wednesday or Thursday
1800-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $95.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to talk about food products and create the basic requirements for classical dishes, sauces, broiling and stewing, cooking veal and fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start dates:
September 19 to January 9/84
January 23 to April 30/84

Baking (Basic) BK 610X

Monday or Wednesday,
1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $60.00

This course is designed to equip the student with practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, parfaits and other desserts, fruits, fritters, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start dates:
September 19 or 21 to Novembar 21 or 23/83
January 23 to March 26/84

Small Quantity Food (Advanced) FP 731X

Tuesday or Thursday,
1800-2200 hrs.
Kensington Campus
60 hours
Fee: $85.00
Materials: $140.00

Prerequisite: Basic Small Quantity Food, FP 703X. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauerbraten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Start dates:
September 20 or 22 to January 10 or 13/84
January 26 to May 3/84

Baking (Advanced) BK 634X

Wednesday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $45.00
Materials: $70.00

Prerequisite: Basic Baking BK 610X. The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, petits fours, tortes, gateaux, and sugar creation with the decorative centre pieces, the true art of French pastries and their presentation.

Start dates:
January 25 to March 28/84

Appreciation of Wines F 807

Monday, Tuesday or Wednesday
1900-2200 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $95.00

Prerequisite: Over 19 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.
Enrollment limited.

September 19, 20 or 21 to November 21, 22 or 23/83
January 23, 24 or 25 to March 26, 27, 28/84
April 9 to June 11/84

Chinesa Cuisine F 810

Monday or Tuesday
1900-2200 hrs.
Kensington Campus
30 hours
Faa: $50.00
Materials: $50.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lession.

Start dates:
September 19 to Novamber 21/83
January 24 to March 27/84

Advanced Wina Appreciation F 811

Wadnesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $50.00
Materials: $155.00

Prerequisite: Appreciation of Wines, F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. Tasting and sampling will be part of the prescribed course. Enrolment limited.

Start dates:
September 21 to November 23/83
January 25 to March 28/84

Junior Gourmet Cooking F 815

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Fea: $45.00
Materials: $40.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be—vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start dates:
September 24 to Novambar 26/83
April 7 to Juna 9/84

Junior Gourmet Cooking (Advanced) F 819

Saturday, 1300-1500 hrs.
Kensington Campus
30 hours
Fee: $45.00
Materials: $30.00

Prerequisites: Junior Gourmet Basic F 815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start data:
January 21 to March 24/83

Mixology (Cocktail Bartending) BAR 503X

Monday, 1900-2200 hrs.
Kansington Campus
30 hours
Fee: $45.00
Materials: $60.00

Prerequisite: Over 19 years of age
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.
Enrollment Limited.

Start dates:
September 19 to Novamber 21/83
January 23 to March 26/84

La Haute Cuisine chez vous (débutants) SP 732

Le cours est une introduction aux principes de base de la haute cuisine ainsi qu'à ses subtilités. Les élèves apprennent à combiner les ingrédients crus nécessaires à la préparation de plats traditionnels
On apprend également l'art de sauter, de griller, de préparer des sauces, de faire cuire les poissons maigres et gras et les fruits de mer, de préparer les légumes, les salades, les garnitures et les sauces qui les accompagnent. Les chefs apportent des conseils sur l'usage des herbes, des épices et des vins.

lundi
18h00-22h00
Kensington Campus
60 heures
Coût: 85$
Matérial: 95$

Dates du début des cours:
le 19 septembre/83
le 9 janvier/84

Pour tout ranseignemant sur las dates d'autres sessions, téléphonez au 967-1212, posta 4386.

HOSPITALITY

Hospitality

Patissier PATI 900

Tuesday, 1800-2300 hrs.
Kensington Campus
150 hours
Fee: $155.00
Materials: $230.00

Prerequisite: Certified Journeyman Baker, Cook or equivalent.
Course Content: This course will provide advanced training for bakers and pastry cooks in all aspects of the production of: cakes, pastries, decorating and specialty bakery items that are required in the baking trade. This course has been divided into ten units according to a patissier training profile developed by the Ministry of Colleges and Universities (Apprenticeship Branch) of the Province of Ontario as an extension to the Junior Baker and Baker Program .
The following subjects will be covered: specialty cakes, pastries and petit fours, decorating, desserts, almond paste, gum paste, sugar work, chocolate work, specialty cookies and wedding cakes.

Start dates:
Septambar 13 to Dacembar 6/83
January 24 to May 15/84

Retail Maat Cutting Theory MC 613X

Tuesday, 1900-2200 hrs.
Kensington Campus
36 hours
Fee: $41.00
Materials: $20.00

Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Start date:
Saptambar 20 to Decembar 6/83
January 24 to April 10/84

Caka Dacorating BK 639X

Tuesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $35.00
Matarials: $25.00

Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three hour session is structured to provide information through lectures and demonstrations and hand-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant".

Start date:
Septambar 20 to Novembar 22/83
January 24 to March 27/84

Meat Cutting for the Homa Enthusiast F 817

Monday, 1900-2200 hrs.
Kansington Campus
30 hours
Fee: $45.00
Materials: $200.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The students will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student. In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Start datas:
Saptambar 19 to Novambar 21/83
January 23 to March 26/83

Sansory Evaluation F 832

Wednesday, 1900-2200 hrs.
Kensington Campus
21 hours
Fee: $50.00
Materials: $20.00

Prerequisite: 19 years of age and up.
Course Content: To develop an understanding of how your taste buds work and react in the evaluation of food and drink
Experiments and lectures will be conducted each evening. Topics covered will include defective wines, wine components in various solutions, acids, sugars and various senses. The students will experiment mainly with their sense of smell, touch and taste in identifying qualities and defects in wines, as well as potential qualities

Start data:
April 11 to May 23/84

Junior Gourmat Baking F 833

Saturday, 0900-1300 hrs.
Kansington Campus
30 hours
Fee: $45.00
Materials: $30.00

Prerequisite: 9-16 years of age and a desire to learn gourmet baking.
Course Content: Introduction to baking techniques wheats, practical baking experience in preparation of cookies, cakes, icing, tarts and breads, through logical progression. Introduction of safety and food handling is stressed

Start dates:
Septambar 24 to Novembar 26/83
January 21 to March 24/84

Baking Braad and Rolls BK 900

Thursday, 1800-2200 hrs.
Kansington Campus
80 hours
Fee: $85.00
Materials: $75.00

Course Content: The student bakes both pan and hearth-type bread loaves using wheat or rye flour. The following products are made: three kinds of buttermilk bread; raisin bread; whole wheat bread; a variety of cheese breads; chop suey and Italian style loaves; three types of French bread; soft, hard and Parker House rolls. The course features "hands-on approach" that enhances quick development of bread making and roll making techniques.
Demonstrations precede practical lessons.

Start data:
September 22/83 to Fabruary 16/84

Vegatarian Cooking F 835

Thursday
1800-2100 hrs.
30 hours
Fea: $50.00
Materials: $40.00

Course Content: An introduction to vegetarian cooking including identifying and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling
Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Start dates:
September 22 to Novamber 24/83
January 26 to March 29/84

Certificate in Hospitality Management Studies

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of Manpower. The following courses (each complete in itself) expose future leaders of this industry to various segments of Management. Successful completion of 6 of the following B courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337
A TESTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities Davalopment Planning and Dasign FSF 900

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

A course for experienced operators of food service facilities, developers or designers. The course investigates the steps in the development of a food service facility and the professionals who are involved in this process. Management of the overall progression of events as well as the details of these individual events are discussed by the course instructor and industry representatives. Assignements, case studies and a group project involving student teams will be required and performed by students. Upon successful completion of the program, each participant will be able to manage the activities of the planning team, prepare a preliminary specifications list, apply principles of design and layout, select the most appropriate equipment for a food service facility. Topics include: analysis of economic feasibility, site selection, construction problems and techniques, capital costs, selection of equipment, interior design, business practices of the professional consultants, and emerging trends in hospitality facilities. Enrollment is limited.

Start dates:
September 19 to November 21/83
January 23 to March 26/84

For complete program brochure, application form and further information, call 967-1212

HOSPITALITY

Purchasing for Hospitality ACC 108X

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content. To understand the complexities of Food and Beverage purchasing To understand certain fundmental principles in purchasing which help avoid costly errors and build a more profitable operation This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter. Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada, Make vs Buy Decisions, Evaluating Purchasing Effectiveness.

Start dates:
September 22 to November 24/83
January 26 to March 29/84

Food and Beverage Cost Control ACC 210X

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To understand the essential principles and procedures of effective food and beverage control. Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost, calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values, actual versus standard beverage sales.

Start dates:
September 19 to November 21/83
January 23 to March 26/84

Front Office Operation HIND 222X

Thursday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start dates:
September 22 to November 24/83
January 25 to March 29/84

Hospitality Law and Insurence LAW 204X

Monday or Thursday
1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collection; Partnerships, Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants

Start dates:
September 19 to November 21/83
January 26 to March 29/84

Hospitality Accounting ACC 207X

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Start dates:
September 21 to November 23/83
January 25 to March 28/84

Hospitality Personnel PERS 202X

Tuesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To increase the proficiency of the supervisor To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation Topics by Session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start dates:
September 20 to November 22/83
January 24 to March 27/84

Marketing for the Hospitality Industry MARK 208X

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $35.00
Materials: $10.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem, Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business, Promoting Convention and Group Business, Promoting Food Beverage Sales, Relating All Management Decisions to Marketing

September 21 to November 23/83
January 25 to March 28/84

Dining Out: A Tour of Toronto Restaurants F 831

Tuesday, 1800-2200 hrs.
Kensington Campus
20 hours
Fee: $50.00

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Country's discusses in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start dates:
September 20 to October 18/83
October 25 to November 22/83
January 2 to February 21/84
March 6 to April 3/84
April 17 to May 15/84

INDUSTRIAL TRAINING

Sir William Mulock (1890s)
Postmaster General 1896. Imperial Postage Conference adopted his suggestion of penny postage within the Empire.

INDUSTRIAL TRAINING

Industrial Training

Training In Business and Industry (TIBI)

For some time now Educators have recognized that much of the training relevant to both Business and Industry can best be delivered through a co-operative approach. Business and Industry can identify the kinds of training needed in the work place; education can assist in a supportive role by developing curriculum to satisfy the need and identifying qualified personnel to act as instructors.
The Province of Ontario through the Ministry of Colleges and Universities has developed a funding mechanism to assist employers financially in delivering the training. In essence most co-operative programs under the TIBI incentive can be funded in whole, or in part, by this system. For specific information contact 362-2471.

Real Estate

Dey Classes:
Continuous intake Adjustments are made for holidays.

Evening Classes:
Classes are held on Monday and Wednesday.

Day and Evening schedules are available on request. For further information call 967-1212, ext 321B.

An Introduction to Real Estate Segment I RE 900A

Day: 6 hours deily
0830-1530 hrs.
Night: 3 hours deily
1830-2130 hrs.
Adelaide Campus
30 hours

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing—government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.
Test book extra.

Start date: Continuous

An Introduction to Real Estate— Segment II RE 900B

Day: 6 hours daily
0830-1530 hrs.
Night: 3 hours daily
1830-2130 hrs.
Adelaide Campus
60 hours

Prerequisites: Evidence of completion of Segment I: 75% pass mark on he examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker—salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.
Test book extra.

Start date: Continuous

An Introduction to Real Estate— Segment III RE 900C

Dey: 6 hours deily
0830-1530 hrs.
Night: 3 hours deily
1830-2130 hrs.
Adelaide Campus
60 hours

Prerequisites: Evidence of completion of: Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Test book extra.

Start dates: Continuous.

Principles of Appraisal RE 903

Dey: 4 hours deily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.
Fee includes exam fee Text book extra.

Start dates: Continuous

Real Property Law RE 905

Dey: 4 hours daily
0830-1230 hrs.
Night: 4 hours deily
1800-2200 hrs.
Adeleide Campus
40 hours

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; covenants; transfer of interests in land; role of real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act, review
Fee includes exam fee. Text book extra

Start dates: Continuous

Note: For informetion on stert detes for the Real Estate course phone 967-1212, ext. 3218.

Commercial Reel Estete RE 904

Dey: 4 hours daily
0830-1230 hrs.
Night: 4 hours daily
1800-2200 hrs.
Adelaide Campus
40 hours

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building—developer's and tenant's viewpoint; the shopping centre—developer's and tenant's viewpoint; apartment building; ownership versus leasing—co-operatives and condominiums; investment—comparison of types and legal and tax problems; syndication; sale of business—the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects—lender's and borrower's viewpoint.
Fee includes exam fee: Text book extra.

Start dates: Continuous

Principles of Mortgage Financing RE 902

Dey: 4 hours deily
0830-1230 hrs.
Night: 4 hours deily
1800-2200 hrs.
Adeleide Campus
40 hours

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market, types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals
Fee includes exam fee. Text book extra

Start dates: Continuous

See campus locations on page 2

INDUSTRIAL TRAINING

Driver Training

Driver Instructor Education Course

130 Hours (90 classroom hours, 40 in-car hours)
Fee: $645.00
Evening Course/Day Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

Start detes:
September 1983
Janiery 1984

Inquiries to be directed to The Industrial Training Division, 362-2471.

Transport Driving Tractor Trailer Driver TRAN 900

Saturday, 0800-1800 hrs.
St. James Campus
60 hours
Fee: $390.00

Course Content: Instruction on the operation and handling of a tractor trailer unit. Vehicles range in G.V.W. from 40,000 to 85,000 pounds. Gas and diesel powered units are utilized with transmissions such as five speed with two speed axle, 10, 9, and 13 speed fuller roadranger. If course is successfully completed the College will endorse the competence of the student which will enable same to change their classification of licence to "A".
Prerequisites: In possession of a "D" license with one year's experience driving a Straight Truck equipped with a manual transmission. Student must pass a road test on the above vehicle. Appointments can be made for the test by telephoning 967-1212, ext. 3206 There will be no charge for the road test.

Start dates:
September 10 to October 22/83
October 29 to December 3/83
Janiary 7 to February 11/84
February 18 to Merch 24/84
March 31 to May 5/84

Driver Training TRAN 901

Saturday, 0800-1800 hrs.
St. James Campus
60 hours
Fee: $390.00

Course Content: Instruction on the operation and handling of a class "D" vehicle (Straight Truck). Vehicles have a G.V.W. of 24,000 pounds and over and are equipped with air brakes. Transmissions include a 5 speed with a two speed axle and a 10 speed fuller roadranger.
If program is successfully completed the College will endorse the competence of the student which will enable same to change their license classification to "D".
Prerequisites: Possession of an Ontario "G" license with a year's driving experience on an automobile. Must successfully pass a medical examination in accordance with the licencing regulations.

Start dates:
September 10 to October 22/83
October 29 to December 3/83
Janiery 7 to Feburery 11/84
Febriery 18 to Merch 24/84
Merch 31 to May 5/84

This Could Be Your Key To A Career
Onterio Career Action Program

Many young people are experiencing frustration in looking for that first job after leaving the educational system. Lack of previous work experience makes it extremely difficult to find jobs that relate to career goals and education, yet the only way to get that experience is by obtaining employment! The Ontario Career Action Program (OCAP) was created precisely to help young people overcome this "first-job dilemma".
OCAP provides young people with on-the-job training so that they may complete more effectively in the labour market. More than 75 per cent of OCAP trainees are successful in obtaining jobs at the end of their training. They either remain with the training employer or find jobs with other employers to whom they are encouraged to apply during training. OCAP narrows the gap between the educational system and the world of work—both for the trainees and the trainers.

Eligibility Criteria
You are eligible to become an OCAP trainee if you:
- are between the ages of 16 and 24;
- have been out of the educational system (including retraining programs) for at least three months (excluding evening and part-time classes);
- are unemployed or actively looking for your first full-time career-related job,
- have never held a full-time job related to your chosen line of work;
- are eligible to work in Canada;
- have not previously participated in OCAP

OCAP helps you get the experience you need in order to obtain your first permanent job. The value of that experience depends to a large extent on the effort you put into your training and on the direction you receive from your trainer and counsellor. To get the most out of OCAP, therefore, you should:
- use this on-the-job training to improve your job skills and work habits;
- take the OCAP experience as seriously as you would a permanent job;
- attend the job-search sessions provided for you by the community college;
- go over your training plan with your trainer on a regular basis;
- discuss your trainer's appraisal of your work with him/her each month;
- consult the college co-ordinator if any problems or questions arise concerning your training position.

Information: 967-1212, ext. 3227.

Jessie Ketchum (1862)
He was active in the tannery business. A man of strong religious and educational convictions, he gave land to Knox Church and generously contributed books to be distributed to public and Sunday schools

MATHEMATICS AND SCIENCE

Mathematics and Science

Mathematics
Upgrading 8 **MATH 906**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Start dates:
September 15 to January 12/84
January 19 to May 10/84

Mathamatics
Upgrading 9 **MATH 907**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and percent. Powers, square roots, metric system, menusuration and introductory algebra. Individualized instruction.

Start dates:
September 15 to January 12/84
January 19 to May 10/84

Mathematics
Upgrading 10 **MATH 908**

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $40.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equatins, simultaneous equations introductory trigonometry. Individualized instruction.

Start dates:
September 15 to January 12/84
January 19 to May 10/84

Mathematics
Upgrading 11 **MATH 909**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulas; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Start dates:
September 13 to November 17/83
January 17 to March 24/84

Mathamatics
Upgrading 12 **MATH 910**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $40.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates:
September 13 to November 17/83
January 17 to March 24/84

Biology **BIO 900**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Start dates:
September 12 to December 5/83
January 16 to April 9/84

Chemistry **CHEM 900**

Tuesday and Thursday
1900-2200 hrs.
Case Loma Campus
75 hours
Fee: $40.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start dates:
September 13 to December 6/83
January 17 to April 10/84

Mathematics I **MATH 100X**
Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $105.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometic functions, simple linear equations, algebraic factoring and fractions, quadratic equtions, graphs of quadratics, graphs of the trig. functions, oblique triangles, exponents and radicals.

Start dates:
September 13 to December 22/83
April 17 to July 26/84

Mathematics II **MATH 200X**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $105.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, locl, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definit integrals, areas under the curve, volumes of revolution.

Start dates:
January 3 to April 12/84
April 17 to July 26/84

Trade
Mathematics II **MATH 630X**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics—intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation.

Start date:
September 13 to Dacember 20/83

Computer

Introductory Microcomputer Programming **PRGM 925**

1700-1930, Thursday
1930-2200, Wednesday
Casa Loma Campus
Kensington 1930-2200, Monday, Tuesday
30 hours
Fee: $105.00

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing running and saving programs; the language BASIC; programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Start datas:
Casa Loma
Septamber 21, 22 to December 7, 8/83
January 11, 12 to March 28, 29/84
April 4, 5 to June 20, 21/84

Kensington
September 19 to Dacember 12/83
September 20 to December 6/83
January 9, 10 to March 26, 27/84
April 2, 3 to June 25 or 19/84

Introductory Microcomputer Programming Especially for Junior Students (Grada 6-13) **PRGM 925J**

Saturday, 1300-1600 hrs.
Casa Loma Campus
30 hours
Fee: $75.00

Course Content: Introduction to the microcomputer; hands-on experience, developing elementary graphics programs. Writing, running and saving programs; the language BASIC; programming BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

Start dates:
Septamber 24 to November 26/83
Jenuary 14 to March 17/84
April 7 to June 9/84

MATHEMATICS AND SCIENCE

Micro-ordinateur Débutant **PRGM 925A**

mardi ou jeudi
19h00-22h00
St. James Campus
(200 rue King est-à l'est de Jarvis)
30 heures
Coût: 75$

Cours Débutant
Introduction au micro-ordinateur PET et à son utilisation avec le language Basic. Concepts d'entrées et sorties et création de programmes simples.

Dates du début des cours:
mardi-le 27 septembre/83
jeudi-le 29 septembre/83
mardi-le 24 janvier/84
jeudi-le 26 janvier/84
mardi-le 24 avril/84
jeudi-le 26 avril/84

Micro-ordinateur Intermédiaire **PRGM 935A**

mercredi
19h00-22h00
St. James Campus
(200 rue King est-à l'est de Jarvis)
30 haures
Coût: 75$

Cours Intermédiaire
Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information
Dans les deux cours l'accent est mis sur la terminologie française.

Dates du début des cours:
mercredi-le 28 septembre/83
mercredi-le 25 janvier/84
mercredi-le 25 avril/84

Microcomputer Machine Language Design **PRGM 965**

Tuesday, 1700-1930
Casa Loma Campus
30 hours
Fee: $105.00

Beginning with an introduction to the 6502 chip the course covers assembly language statements, modes of addressing, flags and tracking and stack operation
The various commands are illustrated with short examples accompanied by assignments using a machine language monitor. Once basic assembly language is mastered, a disk assembler is introduced and a project of larger dimension is tackled in its various phases.

Start dates:
Septembar 20 to December 6/83
January 10 to March 27/84
April 3 to June 19/84

Microcomputer Programming Techniques **PRGM 935**

Monday, 1930-2200 hrs.
Casa Loma Campus
Kensington
Wednesday
1930-2200 hrs.
30 hours
Fee: $105.00

Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.
Prerequisite PRGM 925 or equivalent.

Start dates:
Casa Loma
September 19 to December 12/83
January 9 to March 26/84
April 2 to June 25/84

Kansington
Septambar 21 to December 7/83
January 11 to March 28/84
April 4 to June 20/84

Intermediate Microcomputer Programming Especially for Junior Students **PRGM 935J (Grade 6 to 13)**

Saturday 1300-1600 hrs.
Kensington Campus
30 Hours
Fee: $75.00

Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.
Prerequisite PRGM 925 or equivalent.

Start dates:
Septamber 24 to Novambar 26/83
January 14 to March 17/84
April 7 to Juna 9/84

Advanced Microcomputer Programming Techniques **PRGM 955**

Tuesday, 1930-2200 hrs.
Casa Loma Campus
30 hours
Fee: $105.00

Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, useful utilities for file handling; pointer files; designing a file handling system; flowcharting; dataflow, binary and hexadecimal arithmetic.
Prerequisite: PRGM 935 microcomputer programming techniques or equivalent

Start dates:
September 20 to December 6/83
January 10 to March 27/84
April 3 to June 19/84

Microcomputer Programming with Curriculum Design Applications **PRGM 958**

Monday, 1700-1930 hrs.
Casa Loma Campus
60 hours
Faa: $150.00

This course includes an introduction to curriculum design, introductory programming in BASIC, computer terminology, a brief history of computers, software evaluation, CAI materials and computer implications in society and schools. Various types of computers will be examined. Other topics include classroom management of the computer, debugging programs and comparing microcomputers for professional and personal usage.

Start date:
September 19 to March 12/84

Whan was the last time you did somathing just for yourself?

Physical Science

Mechanics I **MECH 100X**

Monday (Fall)
Monday and Wednasday (Spring)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $65.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1).
Course Content: Basic principles of statics: conplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start dates:
October 17 to March 12/84
April 16 to Juna 25/84

Machanics of Materials **MECH 110X**

Monday (Fall)
Monday & Wednasday (Spring)
1900-2200 hrs.
60 hours
Faa: $65.00

Start date:
October 17 to March 12/84
April 16 to June 25/84

Health Science

Biology for Health Sciences **BIO 700X**

Tuesday, 1900-2200 hrs.
St. James Campus
65 hours
Faa: $70.00

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).

Start data:
January 24 to June 19/84

Chemistry for Health Sciances **CHEM 700X**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $50.00

Basic chemical principles required for life sciences, with applications in biology. This course is the equivalent of CHEM 700 (see Pre-Health science program).

Start dates:
January 26 to May 3/84
Septamber/84

Pre-Health

George Brown College offers a Pre-Health Science program (PH700) which will be of interest to men and women who wish to enter a post-secondary Health Science program but lack the prerequisites.
The objectives of PH700 are to prepare applicants for entry into a post-secondary, health related program and to provide a background in basic sciences, English, mathematics and social sciences through especially designed courses.
PH700 is for 16 weeks, 28 hours per week from 0800-1600 hours with intakes in September, January and March. Classes are held at St. James Campus and are available on a part-time day basis as well as full-time
For additional information please call 967-1212, ext. 3369/3370 or 3373.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology.
Physics 700, 64 hours, physics for health sciences
Mathematics 700, 80 hours, basic and applied skills.
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to social science
Human Relations 700, 32 hours, study habits, communication, group dynamics

Faas: (subject to change)

Full-Time:
Turbon fee $295.00
Confirmation fee $ 50.00
(non-refundable) (deducted from $295.00)

Part-Time:
The program may be taken on a part-time basis during the day. Fees will depend on the hours of instruction.

Textbooks: Approx. $100.00

Financial assistance (OSAP) is available to eligible full-time students.

Graduates:
Certificates are given for successful completion of the program. Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selections process.

Nota: The above is current as of March 1983. Please call for up-to-date information.

MATHEMATICS AND SCIENCE

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1983/84. In subsequent years other optional courses will be offered.
More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, 8. Pears.

Organic Coatings **COAT 901**

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fea: $75.00

Course Contents: (a) Raw materials, oils, natural and synthetic resins, solvents, driers and additives, prime (white, colour, organic-inorganic) and extender pigments. (b) Formulation of organic coatings: principles of formulation, dispersion, testing methods, lacquers, trade sales (solvent and water-borne), industrial corrosion and chemical resistant, specialty coatings, powder coatings, ink technology, surface preparation and application techniques.

Start data:
Octobar 6 to March 5/84

Rasins "A" **COAT 902**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Course Content: Raw materials, manufacturing methods, types, properties, chemistry, curing mechanisms, formulating for special properties, additives, applications methods, uses of polyesters, alkyds and epoxies.

Start data:
January 11/84

Resins "B" **COAT 903**

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Course Contents: Raw materials, manufacturing methods, types, properties, chemistry, curing mechanisms, formulating for special properties, characterization, analysis and applications in coatings of polyurethanes, acrylics, emulsions.

Start date:
October 4 to January 24/84

Resins "C" **COAT 904**

1900-2200 hours
45 hours
Faa: $60.00

Course Content: Raw materials, manufacture, types, properties, chemistry, curing mechanisms, formulating for special properties, additives, application methods, uses of: lacquer, water borne, phenolic, amino, silicone and hydrocarbon resins.

Start date:
January 31 to May 8/84

Coatings Laboratory **COAT 907**

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: COAT 901 or equivalent. Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrollment limited.

Start datas:
October 5 to January 25/84
February 1 to May 9/84

Plastic Materials **PL 906**

Mondays or Wednasdays
1900-2200 hours
45 hours
Fee: $60.00

Course Content: Introductory Polymer Chemistry; types, properties, structure, applications, identification, degradation and stabilization of thermoplastic and thermosetting polymers; additives and reinforcements; rheology.

Start date:
October 3 to January 30/84

Coatings Technician Year I

Saturday 0900-1500 hours
30 weeks (180 hours)
Fee: $215.00
(For completa package of four courses)

Course Content: Year 1 includes in organic Chemistry CHEM-912, organic Chemistry CHEM-913, Physics PHY-910, Organic Coatings COAT-901, Laboratory and report writing COAT-907

NOTE: Students may accumulate credits by successfully completing evening and/or Saturday courses to be eligible for the BASIC or ADVANCED Coatings Technology Certificate offered by George Brown College in association with the Toronto Society for Coatings Technology

Start date:
Septamber 24 to May 12/84

MATHEMATICS AND SCIENCE

Pre-Technology

Pre-Technology Courses

Monday to Friday
0800-1500 hrs.
Casa Loma Campus

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program. By taking these courses the mature student will be given a general education providing a reasonable expectation of success in a technology program.
The courses are offered as a day time package. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 2481, E. Galezowski.

Start dates:
September 6/83
January 9/84

PRE-TECHNOLOGY **PT 700**

Casa Loma
2 Semesters

Computer Studies **PRGM 714**

90 hours (Semester I and II)

Introduction to computers and computing, approach to problem solving, the BASIC language, flow charts, writing a program, running and debugging programs, application to problem-solving in technology.

Pre-Technology Mathematics **MATH 713**

150 hours (Semester I and II)

Review of basic mathematics including whole numbers, fractions, decimals, signed numbers, order of operations, powers and roots, algebra, percentage, ratio and proportion, formula manipulation, graphs, SI system of units, trigonometry, mensuration.

Drafting **DR 703**

90 hours (Semestar I and II)

Introduction to drawing practices, instruction in the use of instruments, lettering, linework, applied geometry, orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, dimensioning practices, detail and assembly drawings, an introduction to architectural and electrical drawings.

Introductory Electricity **EL 714**

45 hours (Semester I)

Basic structure of matter; static electricity; nature of electricity; resistors; Ohm's Law; DC measuring instruments and application; simple DC circuits; series—parallel circuits; Kirchoff's Laws; conductors; chemical cells; work, power and energy; line losses and efficiency; magnetism; electromagnetism

Introductory Electronics **ELTC 722**

45 hours (Semester II)

Review of atomic elements; structure and charges; conductors, insulators and semiconductors; circuit components; DC bridges; meter applications; diode rectifier; basic transistor operation; thermoelectric devices; photoelectric devices; on-off switching devices; timers.

Introductory Chamistry CHEM 714

45 hours (Semester I)

Fundamental composition of matter and their states, periodic table, symbols, valencies, mixtures, solutions, bonding, chemical formulas, acids, bases, Ph, oxidation-reduction reactions, organic chemistry.

Introductory Physics **PHY 711**

45 hours (Semestar II)

Nature of heat, effects of heat, temperature scales, specific heat, latent heat, heat of combustion, expansion of solids and liquids, nature of light, nature of sound.

Introduction to Engineering Science **SC 700**

60 hours (Semestar II)

Mechanics: displacement, velocity, acceleration, work, energy, power, force systems
Strength of Materials: tensile stresses, compression stresses, shear stresses, shear force, bending moments.
Fluids: hydrostatic pressure, Archimedes Principle and fluid control. Friction, machines.

English "A" Language Development **ENG 720**

75 hours (Semester I)

In this course special attention is paid to the basic elements of the English language to ensure that the student has mastered their usage. Review and application of basic grammar, punctuation, sentence and paragraph structure will be undertaken. Vocabulary development and principles of essay writing will be studied with appropriate assignments to develop competence.

English "B" Applied Communications **ENG 721**

75 hours (Semester II)

In this course there will be a review of the basic theory of communications. Emphasis will be placed on reading comprehension exercises along with the need to develop effective oral and verbal skills. The basic modes of business communication letter, memo, et cetera, will also be reviewed and their usage applied.

Libaral Studies
Life Skills/Human Relations **HR 701**

60 hours (Semester I and II)

This is an introductory course into the basic principles of practical life skill psychology.
Students are encouraged to develop their human potential so as to accomplish successfully their personal goals and objectives
The development of positive Human Relations' techniques are emphasized in order to prepare a student to cope with the many varied human problems that require daily solutions

Machine Shop Practica **MACH 707**

60 hours (Semestar I)

Metal Cutting: theory of metal cutting, speeds and feeds, cutting fluids, drill sizes and numbering systems, drill sharpening.
Machining: principle of maching operations, construction of machines, capacity of machines, economics and accuracy of machines, machine simple parts, student project, measuring and layout, benchwork.

THEATRE AND DANCE

Lois Smith, founder and director of the George Brown School of Dance, and David Adams in a 1953 production of Antony Tudor's "Lilac Garden".

THEATRE AND DANCE

Theatre and Dance

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week
The Fall term begins October 3, 1983 and the Spring term on January 23, 1984. The courses are conducted in the Theatre Department at 530 King St. East (at River St.)
All students wanting to enrol in these courses are required to attend a preliminary orientation session one week prior to the start of each term, i.e. Monday, September 26, 1983 for the fall term and Monday, January 16, 1984 for the spring term at 1900 hours. Registration will take place at this time.
The orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group, which is to everyone's advantage.

Acting (Level 1) **THEA 900**

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

Acting (Level 2) **THEA 901**

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Text study, scene work, solo material and speeches for audition purposes.

The School of Dance

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavors to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet oriented.

The Continuing Education wing of the school encompasses our Childrens' (pre-professional), Adults' (non-professional) and Summer Schools which are further outlined below.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students can attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing Cecchetti, Royal Academy, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level. Students in the upper levels (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.
Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

SUMMER SCHOOL
The George Brown College Summer School of Dance is, in effect, an extension of the regular year. Classes are provided for all the regular divisions, Junior and Senior. Division students register for intensive 4 or 6 week sessions of 18-30 hours per week. Adult Division students are served by an extended evening schedule.

FOR FURTHER INFORMATION REGARDING ALL SCHOOL OF DANCE PROGRAMS CALL THE SCHOOL DIRECTLY AT 363-9945.

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